

Job Summary:

The job of School Readiness Coordinator - Migrant Education was established for the purpose/s of coordinating all education services including developing, planning and implementing curriculum, developing grants and plans, analyzing child outcomes, and evaluating and monitoring program performance in accordance with the goals, objectives and Performance Standards of Migrant Education School Readiness (MESR).

Essential Functions:

- ▶ Assesses collaborative relationships with a wide variety of community organizations for the purpose of promoting access for children/families to community services and to ensure that the program responds adequately to constituent needs.
- ▶ Assists MESR staff, students and families for the purpose of implementation of the curriculum and recommendation of specific training or other strategies for continuous improvement.
- ▶ Completes long and short range planning for MESR for the purpose of ensuring delivery of services and program compliance throughout the region.
- ▶ Conducts site visits on a regular basis to MESR staff, students and families for the purpose of ensuring compliance and quality control of MESR services.
- ▶ Coordinates/Conducts training and development of training materials for staff and parents for the purpose of ensuring the proper delivery of services as called for in the State Delivery Plan.
- ▶ Develops/Monitors procedures for MESR staff, students and families for the purpose of improving the efficiency and effective delivery of services.
- ▶ Develops/Disseminates curriculum guides, instructional manuals, and resource materials for staff and parents to use with children for the purpose of promoting age-appropriate school readiness activities and learning.
- ▶ Establishes collaborative relationships with a wide variety of community organizations for the purpose of promoting access for children/families to community services and to ensure that the program responds adequately to constituent needs.
- ▶ Facilitates MESR staff, students, and families for the purpose of planning and implementing parent involvement and parent education activities.
- ▶ Identifies appropriate resources for MESR staff, students and families for the purpose of improving the skills and knowledge base of MESR staff and to assure their ability to implement the curriculum appropriately.
- ▶ Implements/Monitors state and federal MESR regulations, performance standards and quality review requirements of the State Delivery Plan for the purpose of ensuring delivery of services and program compliance throughout the region.
- ▶ Makes recommendations regarding fiscal planning for the purpose of meeting program requirements and ensuring program efficiency.
- ▶ Makes recommendations regarding staff development activities for the purpose of promoting professional growth in child development and school readiness.
- ▶ Participates in the internal evaluation services and development of service plans for child, school and family readiness for the purpose of ensuring delivery of services and program compliance throughout the region.
- ▶ Performs related duties as assigned for the purpose of program compliance.
- ▶ Plans/Assigns/Monitors MESR staff, students and families for the purpose of evaluating the work of assigned staff.
- ▶ Prepares a variety of statistical and narrative reports, documents, and proposals for the purpose of reporting to the state and federal government on the progress of regional MESR program services.
- ▶ Provides consultation/coaching/mentoring to MESR staff, students and families for the purpose of developing a system of support for comprehensive child school readiness services.
- ▶ Provides guidance and direction to staff on age-appropriate activities for the purpose of meeting the age-appropriate needs of children enrolled in the program.

Skills, Knowledge and/or Abilities Required:

- ▶ **Skills to:**
 - use a personal computer and utilize appropriate software programs;
 - prepare a variety of letters, reports, and documents;
 - develop procedures to improve the efficiency and effective delivery of the State Service Delivery Plan;
 - monitor program plans and benchmarks to ensure achievement of program goals;
 - assist in the preparation of the annual MESR Grant application and other funding requests, including development of goals, objectives and strategies;
 - identify appropriate resources to improve the skills and knowledge of MESR staff and to assure their ability to implement the curriculum;
 - provide guidance and direction to staff on age-appropriate activities for enrolled children;
 - facilitate the planning and implementation of parent involvement and parent education activities;
 - develop and disseminate curriculum guides, instructional manuals, and resource materials for staff and parents to use with children;
 - make recommendations regarding staff development activities;
 - plan, assign, monitor and evaluate the work of assigned staff;
 - prepare a variety of statistical and narrative reports, documents, and proposals;
 - coordinate and conduct training and the development of training materials for staff and parents;
- ▶ **Knowledge of:**
 - federal, state, and local laws and regulations regarding Migrant Education;
 - MESR performance standards, and Program Quality Review requirements regarding State Service Delivery Plan;
 - theories and principles of early child development;
 - program planning and evaluation techniques;
 - community and education resources;
 - adult learning theories;
 - federal, state, and local laws and regulations regarding early childhood education.
- ▶ **Ability to:**
 - monitor and evaluate delivery of services and program compliance;
 - assist in planning activities for the program to create goals, objectives and strategies;
 - plan, organize and assess the implementation of a comprehensive preschool education curriculum in relation to MESR State Service Delivery Plan;
 - effectively present information and respond to questions from groups of managers, clients, parents, and the general public;
 - collect, analyze and synthesize data and develop recommendations;
 - evaluate staff training needs and coordinate appropriate training;
 - gain the cooperation and confidence of those contacted in the course of work;
 - read, interpret, and apply federal and state regulations, and policies and procedures;
 - work independently and set priorities;
 - communicate clearly, concisely, and professionally, both verbally, and in writing;
 - establish and maintain cooperative working relationships with staff, families and community agencies;
 - recognize and maintain confidentiality of information in compliance with agency regulations;
 - travel in and out of county using own vehicle.

Responsibilities include: working under direct supervision using standardized procedures; leading, guiding, and/or coordinating others; and operating within a defined budget. There is a continual opportunity to impact the Organization's services. The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling; and some fine finger dexterity. Generally the job requires 50% sitting, 25% walking, and 25% standing. This job is performed in a generally clean and healthy environment.

Experience Required:

- ▶ Job-related experience within specialized field with increasing levels of responsibility is required.
- ▶ Three years of experience in a child development program including experience with infants and toddlers.

Education Required:

- ▶ BA Degree in Early Childhood Education, Human Development, Behavioral Sciences or related field preferred.

Certificates, Licenses, Clearances, Testing and/or Bonding Required:

- ▶ Valid California driver's license and proof of automobile insurance.
- ▶ Department of Justice and FBI Fingerprint Response.

FLSA Status: Exempt

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This organization is an Equal Opportunity Employer and does not discriminate on the basis of race, color, national origin, creed, age, gender or disability. Inquiries regarding compliance procedures may be directed to our personnel office.

This organization complies with the Americans with Disabilities Act. Persons with a disability who may need some accommodation in the hiring process should contact our personnel office.

This organization is a Drug and Tobacco - Free Workplace

This organization requires a successful candidate to provide it with employment eligibility and verification of a legal right to work in the United States in compliance with the Immigration Reform and Control Act.