

Job Summary:

Under the direction of the Assistant Superintendent of Student Support Services, plan, organize, coordinate and implement the operations, activities, educational services, and support functions coordinating countywide efforts for Universal Transitional Kindergarten (UTK) implementation; including leading professional learning sessions, coordinating communications, information, and resources to meet program needs to enhance the rollout of UTK in Tulare County schools; providing consultation and staff development activities to teachers, administrators, extended care providers and support staff to enhance the educational effectiveness of UTK.

Essential Functions:

- Plan, organize, coordinate, and implement the operations, activities, educational services, and support functions for the implementation of Universal Transitional Kindergarten in Tulare County schools; monitor, evaluate and adjust activities in response to stakeholder needs, assisting with assuring related activities comply with established standards, requirements, laws, codes, regulations, policies, and procedures.
- Coordinate communications, information, and resources to meet district needs and to enhance learning; develop and implement subject area and program services, activities, goals, objectives, plans, strategies, systems, standards, projects, processes, and procedures; lead, develop, and coordinate networks (CoPs) of TK teachers; coordinate and facilitate decision-making groups.
- Provide consultation and technical assistance to LEAs with grant writing for UTK funding; respond to inquiries and provide detailed and technical information concerning related standards, requirements, principles, practices, techniques, laws, codes, regulations, initiatives, policies, and procedures; assure smooth and efficient delivery of services.
- Design, develop, implement, and conduct training and staff development activities for transitional kindergarten teachers, extended care providers, support staff and administrators concerning assigned subject areas and programs as directed; prepare and deliver oral presentations and explain related principles, theories, standards, guidelines, requirements, practices, procedures, and techniques; oversee staff development activities conducted by other transitional kindergarten teachers.
- Serve as a liaison and coordinate communications, activities, and information related to outside organizations, the public, and various local and state agencies; establish, support, facilitate and maintain partnerships; assure proper and timely resolution of related issues and conflicts.
- Monitor and evaluate the educational effectiveness and operational efficiency of assigned subject areas, programs, and services; receive and respond to administrative, staff and public input concerning program and subject area of needs; develop and implement processes and procedures to enhance the educational effectiveness and operational efficiency of programs and subject areas.
- Participate in the development and preparation of annual preliminary budgets for assigned subject areas and programs; review and evaluate budgetary and financial data; control and authorize expenditures per established limitations; develop, oversee, and administer grants; develop, monitor, and maintain contracts as assigned.
- Compile, review and analyze a variety of data and information related to assigned records, reports, and files related to programs, subject areas, staff development, school districts, grants, budgets, financial activity and assigned duties.
- Maintain current knowledge of educational methods, practices, and standards related to UTK, programs and related laws, codes, regulations, policies, and procedures; assist school districts with modifying services to assure compliance with standards and requirements.
- Provide technical information and assistance to the administrator regarding assigned programs and subject areas; assist in the formulation and development of related policies, procedures, and programs.
- Train and provide work direction and guidance to assigned personnel as required; oversee the coaching of UTK teacher leaders and other contractors as assigned.
- Coordinate, attend, and conduct a variety of meetings and conferences.

Knowledge, Skills and Abilities Required:

Knowledge of:

- Local, State and Federal standards and requirements governing early childhood education.
- Preschool Foundation and Curriculum Framework, Desired Results Developmental Profile.
- California multi-tiered system of support.
- Planning, organization, coordination, and implementation of the operations, activities, educational services, and support functions of assigned subject areas and programs.
- Practices and procedures involved in the development and implementation of early childhood and preschool program services, goals, objectives, plans, strategies, standards, projects, processes, and procedures.
- Policies and objectives of assigned programs and activities.
- Oral and written communication skills.
- Practices, procedures, and techniques involved in the development and implementation of staff development activities.
- Budget preparation and control.
- Applicable laws, codes, regulations, policies, and procedures.
- Interpersonal skills using tact, patience, and courtesy.
- Operation of a computer and assigned software.
- Basic public relations techniques.

Skill to:

- Plan, organize, coordinate, and implement the operations, activities, educational services, and support functions of UTK and programs for participating LEAs
- Coordinate communications, information, and resources to meet program needs.
- Provide consultation and technical assistance to LEAs concerning UTK, programs and related standards, requirements, principles, practices, techniques, and procedures.
- Design, develop, implement, and conduct training and staff development activities for teachers, support staff, extended care and administrators concerning assigned subject areas and programs.
- Develop and implement subject area and program services, activities, goals, objectives, plans, strategies, systems, standards, projects, processes, and procedures.
- Establish and maintain partnerships.
- Monitor, evaluate, and modify standards, policies, and procedures to enhance the educational effectiveness and operational efficiency of assigned programs and subject areas.
- Interpret, apply, and explain laws, codes, regulations, policies, and procedures.
- Communicate effectively both orally and in writing.
- Establish and maintain cooperative and effective working relationships with others.
- Analyze situations accurately and adopt an effective course of action.
- Meet schedules and timelines.
- Work independently with little direction.
- Plan and organize work.
- Prepare and maintain various narrative and statistical records, reports, and files.
- Operate a variety of office equipment including a copier, fax machine, projector, audio-visual equipment, computer, and assigned software.
- Monitor and provide technical advice concerning program and educational activities.

Ability to:

- Operate a computer and assigned office equipment.
- Drive a vehicle to conduct work; visit sites and classrooms.
- Read printed materials.
- Conduct in-person and telephone conversations.
- Move about the county office and other sites as may be required.
- Speak in an understandable voice with sufficient volume to be heard in normal conversation distance, on the telephone, and to address groups of varying sizes.

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- Cope with stressful situations and conditions.

Education Required:

- Any combination equivalent to a Master's Degree in Early Childhood Education or related field.

Experience Required:

- Five years of teaching experience, preferably in Early Childhood.
- Experience in Professional Development.

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

- Multiple Subject Teaching Credential required.
- Valid California driver's license and proof of automobile insurance.
- Department of Justice and FBI fingerprint response.

FLSA Status: Non-Exempt

May 2022

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 employment eligibility and verification of a legal right to work in the United States in compliance with the Immigration Reform and Control Act.