

Sacramento County Office of Education Job Description
Classification Title: Coordinator, Early Learning Program Support and Development

DEFINITION

Under general direction, plans, coordinates, and manages early learning programs and activities for infant through Prekindergarten, including grant proposal development, contract and budget preparation, and program monitoring and management; coordinates professional learning and technical support delivery systems; identifies and seeks expansion and new funding opportunities; performs other related duties as assigned.

DIRECTLY RESPONSIBLE TO

Appropriate Administrator

SUPERVISION OVER

Professional, clerical, and technical personnel as assigned

DUTIES AND RESPONSIBILITIES

(This position may not include all of the listed duties, nor do all of the listed examples include all tasks that may be found in this classification.)

Program Coordination

Coordinates and manages early learning grants and contracts related to serving early learners, infant through Prekindergarten; facilitates collaboration among local, regional, and statewide administrators and partners; identifies and develops grant proposals to support Early Learning programs; monitors grant implementation and effectiveness; ensures successful completion of overall grant program requirements within established budget and timelines; coordinates activities of subcontractors; coordinates and facilitates planning meetings with collaborative partners and staff; updates and maintains local, regional, and statewide communication with grantors and subcontractors; collects, monitors and utilizes data for evaluation and continuous improvement; directs, supervises, and evaluates the work of assigned staff; develops and monitors program budgets.

Program Support and Development

Plans, coordinates, implements, and manages quality improvement, parent support, and workforce development activities related to local, regional, and statewide early learning programs, infant through Prekindergarten; coordinates parent support programs, such as Early Head Start and Help Me Grow; delivers professional learning, consultation, mentoring and technical assistance regarding early learning best practices to meet the needs of an ethnically and culturally diverse population; collaborates with program, district, and agency partners to secure funding and identify pathways for certification to facilitate the entry of individuals into the early learning field; prepares funding proposals, expenditure contracts, and related agreements and memorandums of understanding (MOUs), prepares reports, program evaluations, flyers, and media materials; ensures related information and materials posted on the department website are current; prepares and coordinates the development and production of marketing materials; conducts program site visits at local, regional, and/or state levels; conducts presentations at educational conferences and related events; establishes and maintains effective communication and cooperative working relationships with staff, community, and higher education partners.

MINIMUM QUALIFICATIONS

Education, Training and Experience

Possession of valid California Child Development Permit at the Master Teacher level or higher, or a California teaching credential authorizing elementary teaching or single subject Home Economics along with either twelve semester units in early childhood education (ECE) / child development (CD) or two years'

experience in ECE or CD program; Bachelor's degree in early childhood education or related field desired, master's degree in education or related field preferred; five years of experience in the development and implementation of early learning programs and collaboration with local, regional, and state agencies required; desired experience includes grant development and administration and early childhood education program supervision.

Knowledge of:

Local, state, and national quality early learning initiatives supporting the birth through third grade continuum; effective outreach strategies to recruit culturally and linguistically diverse participants; strategies to increase equity and access in early learning; principles and best practices related to data collection and data-driven decision making; continuous improvement processes; early learning community and state partnerships, and funding resources and requirements; budgetary development and control measures; project management and principles of organization; methods of effective supervision including training, observation, assessment and evaluation; staff development and support techniques; applicable State and Federal laws and regulations; standard software applications and video-conferencing platforms.

Skill and Ability to:

Identify funding sources, design and develop funding proposals and grant applications, manage grant implementation, and monitor compliance with funding agency requirements, including reporting; develop, manage, and monitor complex budgets, expenditures and related reporting; engage staff and partners in collaboration, team participation, creative problem-solving and group planning; establish and maintain cooperative working relationships with staff, agencies, and organizations; model strong interpersonal skills necessary to work cooperatively and effectively with individuals from diverse backgrounds; plan, coordinate, manage and deliver professional learning, training, and technical assistance; effectively transmit knowledge to others; plan and develop content for website and/or online resources; effectively utilize data and data systems, and analyze system processes; work with department and program staff to determine appropriate processes and procedures to address specific objectives and develop improvements; develop and document processes and procedures; communicate effectively in oral and written form; supervise and evaluate the work activities of assigned staff; analyze data, present reports, and maintain records related to assigned activities.

Other Characteristics

Possession of a valid California driver's license and willingness to travel locally and statewide as needed.

6/2023