

Sacramento County Office of Education Job Description

Classification Title: Coordinator, Early Learning

DEFINITION

Under general direction, plans, coordinates, and manages early programs and activities including proposal development, contract and budget preparation, monitoring and management; provide fiscal oversight; coordinates professional development delivery systems and oversees technical support; 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 Management

Manages all aspects of professional development, training, and technical assistance of staff and partners to ensure adherence to program standards; provides leadership to local, regional, and/or statewide administrators and partners; monitors program implementation and effectiveness; supervises, coordinates, and monitors activities of Early learning staff; ensures successful completion of overall 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 contract monitors and subcontractors; oversees data collection for program evaluation; develops and monitors program budgets.

Program Support and Development

Plans, coordinates, implements, and manages local, regional, and/or statewide early learning and school readiness programs including development and implementation of program work plans; works with collaborative partners to plan, develop, and write content for professional development modules and funding proposals; delivers professional development; prepares written documents including funding proposals, expenditure contracts, and related agreements and memorandums of understanding (MOUs) as determined by the department Director, reports, program evaluations, flyers, and related material for the Sacramento County Early Learning Web site; prepares oversees Web and media material development and maintenance; prepares and coordinates the development and production of marketing materials; conducts site visits at local, regional, and/or state levels; reviews reports to monitor programs; conducts presentations at educational conferences and related events.

MINIMUM QUALIFICATIONS

Education, Training and Experience

Possession of valid California teaching credential based on a bachelor's degree and student teaching required; administrative services credential desired; successful supervisory experience, preferably in a school, early childhood, or related setting; experience in the supervision of staff; successful experience managing multiple grants or projects.

Knowledge of:

Local, state, and national quality early learning initiatives supporting the birth – third grade continuum; project management and principles of organization; grant and funding resources and requirements; contracting procedures.

Skill and Ability to:

Develop measurable goals and objectives and evaluate progress toward achievement; research and evaluate funding prospects; set priorities and timelines; make decisions on a variety of program and technical matters; develop and monitor complex budgets and monitor expenditures; comply with fiscal and programmatic requirements of funding agencies; work with department and production staff to determine appropriate processes and procedures to address specific objectives; plan and develop Web site and/or online module content; organize work to meet strict deadlines; plan, coordinate, manage and deliver professional development, training, and technical assistance; communicate effectively in both oral and written forms; maintain cooperative working relationships with collaborating agencies.

Other Characteristics

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

Revised title October 5, 2016, former title Coordinator, School Readiness
Approved April 5, 2016