

JOB TITLE: School Readiness Coordinator

DESCRIPTION OF BASIC RESPONSIBILITIES:

Implements and supervises the First 5 School Readiness Program at Fairsite. Collects and analyzes attendance and performance data. Maintains strong connection between the Preschool Program and the School Readiness Program. Performs other related work as assigned.

SUPERVISOR: District Prevention & Intervention Academic Coordinator

SALARY RANGE: Class A steps one through five on the Program Coordinator Schedule

TYPICAL DUTIES:

Implements and is present daily to supervise the School Readiness Program at Fairsite Preschool and School Readiness Center between 7:30-4:00 daily, as well as evening and Saturday events, as organized

Coordinates with preschool, elementary schools, La Familia Resource Center, the SR Parent Liaison and Migrant Education to identify families for School Readiness Services

Actively recruits and provides outreach for students/families with children ages 0-5 years who live in the Galt area

Maintains communication with Preschool teachers to design/refine services for students and families

Participates in District Professional Development opportunities including ECE trainings, English Language Development, Common Core State Standards (CCSS) and the New Generation Science Standards (NGSS)

Works with the Prevention and Intervention Coordinator to plan and develop on-going staff trainings in the areas of Early Education/Learning, Family Support Services, Social/Emotional Development and Wellness.

Develops and maintains a School Readiness activity schedule and framework.

Supervises the Bilingual Office Assistant, SR Health Assistant, SR Parent Liaison, Family Literacy Instructor and the Playgroup Preschool Teachers.

Holds monthly SR staff meetings

Works with the District Prevention and Intervention Academic Coordinator in the evaluation of permanent School Readiness staff

Coordinates, plans and collaborates regularly with Preschool Site Supervisor

Attends monthly First 5 Coordinators' meetings with the SR Coordinator

Consistently utilizes Early Childhood principles and activities.

Maintains records and assists in preparing First 5 reports.

Perform other duties similar to the above in scope and function as required

EDUCATION, EXPERIENCE & REQUIREMENTS

- Any combination of ECE training, education, and experience which demonstrates the ability to perform the school readiness duties.
- High School Diploma; AA Degree or higher is preferred
- Three (3) years experience working with children ages 0-5 year old.
- California Drivers License and evidence of insurability
- TB test clearance.
- Criminal Justice Fingerprint clearance

EMPLOYMENT STANDARDS

Knowledge of:

- Principles of organization, personnel management, and staff development.
- Early childhood education methodology
- The local community including its agencies and resources
- The targeted population: pregnant women, children ages birth to five, and English Learner and high needs families
- Preschool Curriculum, Preschool Learning Foundations and the CCSS
- GJUESD Student Learning focus Framework

Ability to:

- Demonstrate strong leadership skills
- Work independently with minimal supervision;
- Work effectively with teachers, administrators, parents and children, and community members.
- Establish and maintain cooperative working relationships with those contacted in the performance of required duties.
- Create spreadsheets, graphs, documents, PowerPoint presentations using Microsoft Office; Use Illuminate and Persimmony
- Serve as a resource person and provide assistance in training staff
- Plan and organize activities;
- Make common sense decisions;
- Communicate effectively in both oral and written form;
- Supervise, train, and evaluate the performance of workers.
- Maintain accurate records and prepare necessary reports.
- Perform mathematical calculations accurately.

PHYSICAL CHARACTERISTICS:

- Sufficient vision to read printed materials.
- Sufficient hearing to conduct, in person and by telephone, normal conversations.
- Understandable voice with sufficient volume and clarity to be heard in normal conversations.
- Sufficient dexterity to write, use telephone, office, and media equipment.
- Physical, mental, and emotional stamina to endure sometimes stressful conditions.

Board Approved July 22, 2015