

JOB DESCRIPTION

Job Title: *Universal Pre-Kindergarten Coordinator (9886)*

Job Summary:

Under the direction of the Assistant Superintendent of Student Support Services, plan, organize, coordinate and implement Essential F

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

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 and communicate effectively in writing. Establish and maintain cooperative and effective working relationships with others.

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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/Edu.