

STOCKTON UNIFIED SCHOOL DISTRICT

SCHOOL READINESS COORDINATOR

DEFINITION:

The Early Childhood Education School Readiness Coordinator position will implement the District's School Readiness Program: communicate with parents, staff and outside agencies regarding District programs designed to address the readiness skills needed by preschoolers (ages 3-5) to ensure children are ready to enter kindergarten.

SUPERVISION RECEIVED AND EXERCISED:

The Early Childhood School Readiness Coordinator will receive direction from the Director of Early Childhood.

REPRESENTATIVE DUTIES – *(Incumbents may perform any combination of the essential functions shown below (E) This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principal job elements).*

Conduct in-services, workshops, and observations related to methods of how to assist children, given developmental stages with school readiness (**E**).

Coordinate, plan, and implement the District's School Readiness Program (**E**).

Identify School Readiness issues for project planning and program improvements through needs assessments of families within the community; assist in the development of strategies to help children enter school ready to learn (**E**).

Promote collaboration with Special Education, K- 12th grade school sites, define school readiness, develop common mechanisms for measurement and support the development of well-coordinated transitions from one provider to another and transitions to kindergarten (**E**).

Provide workshop, training, and/or technical assistance in early childhood development topics related to parent education, developmental screenings, Classroom Assessment Scoring System (CLASS) implementation, adopted preschool curriculum, instructional strategies, Early Learning Foundations and Frameworks, and the Head Start Performance Standards (**E**).

Participate in all necessary systems to support school readiness opportunities in the district, including recordkeeping, data collection, evaluation tools and maintaining assessment results (**E**).

Facilitate early childhood training for parents to increase social competence in children and the recognition and enhancement of parents as the primary educators of their children (**E**).

Prepare Design tools, websites, resources for schools and departments to facilitate information to the community (**E**).

Prepare reports related to program implementation, evaluation and compliance throughout the year (**E**).

Plan, organize, develop, schedule, and coordinate the activities of a broad range of programs and special services related to school readiness (**E**).

Maintain Regular and prompt attendance in the workplace (**E**).

Perform other duties as assigned.

QUALIFICATIONS:

Knowledge of:

- Early childhood programs, operations and procedures as they relate to school readiness
- Local and State Licensing Regulations, Title 22 and Title 5 regulations
- Organizational skills, planning, evaluation strategies, techniques and procedures
- District curriculum
- Data- gathering methodology
- Classroom Assessment Scoring System (CLASS)
- Head Start Performance Standards
- Developmental Screeners

Ability to:

- Coordinate programs and services from a wide range of agencies
- Maintain positive relationships with community-based organizations
- Understand and implement complex oral and written directions
- Work as a part of a multidisciplinary educational support team.
- Provide professional development training regarding early educational topics and relevant
- Oral and written communication skills
- Interpersonal skills using tact, patience and courtesy
- Modern office practices, procedures, and equipment
- Consistently meet schedules and deadlines
- Access community resources
- Make effective public presentations

Education, Training and Experience:

- Bachelor's Degree from an accredited college or university
- Master's Degree, preferred
- Three (3) years minimum teaching experience, Pre-K- 6th grade

Licenses and Certificates:

- Teaching Credential, preferred
- Possession of a valid California Driver's license
- First Aid and CPR certified

WORKING CONDITIONS:

Environment: Office environment

Physical Abilities: Dexterity of hands and fingers to operate a computer keyboard; sitting or standing for extended periods of time; hearing and speaking to exchange information and make presentations; seeing to read write reports.

Physical Demands:

Employees in this position must have/be able to:

- See to view a computer monitor and read a variety of materials
- See, hear and speak with/without assistive devices sufficient to communicate effectively with others; and make presentations
- Dexterity of hands and fingers to operate a computer keyboard
- Bend at the waist
- Lift and/or carry up to 25 lbs at waist height for short distances

- Push/pull up to 40 lbs for short distances
- Reach overhead, above the shoulders and horizontally.
- Sit or Stand for extended periods of time.

Salary Placement

Management Team Salary Schedule

Tier 5, Range 02

12-month work year

Board Approval: 07/28/20