

MONTEREY COUNTY OFFICE OF EDUCATION

EARLY LEARNING COORDINATOR

CLASSIFICATION: Classified-Management
SALARY LEVEL/RANGE: C1 - CIV
WORK YEAR: 12 Months, 227 Days

DEFINITION

Under the general supervision of the Head Start Program Director assists in administrative matters as assigned.

SUPERVISOR

Head Start Program Director

POSITIONS SUPERVISED

Classified Staff

QUALIFICATION REQUIREMENTS:

To perform a job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in the job description are representative of the knowledge, skills, and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EXAMPLES OF DUTIES

POSITION OBJECTIVE

Provides professional level support to the Monterey County Local Child Care Planning Council (LPC) and the Monterey County Head Start & Early Head (HS/EHS) Programs to promote, advocate, and improve the early development of children from prenatal to five years of age.

The primary mission of the LPC is to plan for child care and development services based on the needs of families in the local community. LPCs are intended to serve as a forum to address the child care needs of all families in the community for all types of child care, both subsidized and non-subsidized.

The Head Start & Early Head Start Programs provide a comprehensive child development program to preschool age children helping them to prepare intellectually, socially, emotionally, and physically for kindergarten.

MAJOR DUTIES AND RESPONSIBILITIES: The following is a list of duties that is representative of the position that includes but is not limited to:

The Coordinator's role is twofold; the Coordinator will work closely with child care providers, Head Start Program employees, state preschool employees, school districts, community-based organizations, civic groups, policymakers, and departments within the County Office of Education to develop and implement plans for providing child care and early learning services within Monterey County. This involves creating goals and objectives and then analyzing, evaluating, and enhancing the services offered. In addition, the Coordinator is responsible for the accurate collection, analysis, and reporting of HS/EHS and preschool program data.

The Coordinator also recommends methods of engaging the community in the development of a community-wide needs assessment; plans and conducts complex technical studies and research providing recommendations for action based upon the findings; prepares written documentation, including reports, studies, graphs, and press releases; provides technical assistance to contractors, staff and others whose work addresses the goals and objectives of the LPC and HS/EHS Strategic Plans; facilitates collaboration of efforts by contractors and stakeholders; assists funded agencies and contractors and staff with program development,

implementation and evaluation; develops materials; coordinates training of the Council's programs and HS/EHS employees; assists in the preparation of contracts and other documents; prepares and makes presentations to the Council, public officials, the public and other agencies; supervises personnel and monitors consultants.

The Coordinator will provide analysis and direction as it relates to the outcomes of HS/EHS data, including the Desired Results Developmental Profiles, Revised (DRDP-R); child health; special education Individual Education Plans; nutrition; and family services. The Coordinator will generate customized reports as needed by the HS/EHS managerial staff and will participate in the submission of the reports to the Office of Head Start. The Coordinator will also train staff on the use of program software and may travel throughout the county to train teachers and audit student information.

PHYSICAL AND MENTAL CHARACTERISTICS

Physical, mental and emotional stamina to perform the duties and responsibilities of the position. Manual dexterity sufficient to write, use the telephone, computers, and business machines. Hearing sufficient to conduct conversations in-person and on the telephone. Speaking ability that allows conversation to be heard and understood, with sufficient volume to be heard at normal conversation distance, on the telephone, and when addressing groups. Physical agility to push/pull, squat, twist, turn, bend, stoop, and reach overhead. Physical mobility sufficient to move about in the work environment. Physical strength sufficient to lift 45 pounds. Physical stamina sufficient to sit, stand or walk for prolonged periods of time. Mental acuity to collect and interpret data, evaluate, reason, define problems, establish facts, draw valid conclusions, and make valid judgments and decisions.

REQUIRED QUALIFICATIONS

Education and Experience

- Bachelors Degree from an accredited institution with a major in Early Childhood Development, Public Health, Public Administration, Communications, Education, Public Relations, Social Work, or a closely related field.
- Two years of relevant professional experience working in a school district, public agency or non-profit corporation, preferably involving the provision of services to children and/or families.
- Must have a valid California driver's license, acceptable DMV printout, and adequate car insurance coverage.

Knowledge of

- Early childhood development theories and practices; early care and education, program development and coordination, civic engagement, and working with school districts.
- Program outcome based accountability, grant development, leveraging, preparation and administration of budgets, grants and contracts.
- Principles and practices of basic supervision to assign, review, and evaluate and monitor the work of staff.
- Program administration, evaluation and reporting; public relations; effective communication and public presentation methods and technology; principles and practice of public administration; state, county and community political and policy-making processes.
- Effective research and analytical techniques and practices; statistical methodology and analysis; technical and business writing.
- Robert's Rules of Order and Ralph M. Brown Act for conducting meetings.
- Knowledge of Title 22 and Community Care Licensing Requirements.

Ability to

- Plan meetings, create agendas, prepare minutes, deliver correspondence, develop action plans.
- Prepare clear, concise and effective reports and recommendations; analyze complex problems, consider alternatives, project consequences and adopt appropriate solutions.
- Communicate effectively with individuals and groups. Work effectively and collaboratively with a broad range of

agencies, communities and individuals, including officials from service providers, early childhood organizations, such as First 5 Monterey County, and California Preschool Instructional Network, volunteers, and the general public.

- Exhibit initiative, integrity and sound judgment.
- Coordinate multiple activities; work with minimum supervision; organize work, set priorities, meet critical deadlines and follow up on assignments.
- Use a personal computer, other automated equipment and up-to-date software programs; knowledge of and experience in utilizing Microsoft Office applications and Web browsers; use of the Internet and related technology to do research, to exchange information, and to perform other related tasks.
- Follow safe work practices as directed and trained.
- Provide leadership across diverse relationships, functions, resources, and systems.
- Multi-task to manage multiple projects and assignments at the same time.
- Initiate and implement constructive suggestions to improve office and administrative procedures.
- Provide training and technical assistance to small and large groups; develop and oversee professional development plans for staff, teachers, partners and providers.
- Be outgoing and vivacious; inspire others and be self-sufficient and self-motivated.
- Communicate effectively in the English language both orally and in writing. Understand and follow oral and written instructions.
- Be courteous and respectful when handling complaints.
- Process information in a discreet and confidential manner.
- Comply with MCOE Board and Head Start Policies and Administrative Regulations and Performance Standards.
- Comply with timely reporting to the California Department of Education, the LPC, HS/EHS and others.
- Understand, interpret and apply pertinent provisions of laws, funding streams, and rules.
- Work a flexible schedule depending on assignments; willingness to occasionally work weekends, evenings, and travel overnight and/or within and outside the County to attend meetings and conferences.