

FRESNO COUNTY SUPERINTENDENT OF SCHOOLS

CLASSIFIED MANAGEMENT POSITION

JCN: 645
EXEMPT

PROGRAM COORDINATOR – EARLY INTERVENTION HELP ME GROW

BASIC FUNCTION:

Under the direction of assigned Director, plan, organize, coordinate and implement the daily operations and activities of assigned program; design and implement the Early Intervention Help Me Grow (HMG) system; communicate, coordinate and assist with the integration of resources and services; coordinate communications, personnel and resources to meet the educational needs of students ages birth to six years of age; ensure smooth and efficient activities; supervise and evaluate the performance of assigned personnel.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

- Advocate on behalf of HMG Fresno County, local, state and regional funders and policy makers; provide communication, coordination, and integration of resources and services for HMG core components.
- Assist Director in developing, administering and managing partnership agreements and supplemental agreements with HMG Fresno County.
- Ensure adequate resources, personnel and inventory levels meet county office and student needs; keep administrators current regarding related issues; coordinate purchasing functions, initiate personnel recruitment, arrange services and develop community resources as appropriate.
- Facilitate family, community, and health provider outreach; collect and analyze data as assigned.
- Prepare, plan, organize, present and direct operations, policies, procedures and reporting requirements of HMG and Mid-Level Developmental Assessment, personnel and resources to enhance administrative, faculty and staff understanding of educational practices, curriculum standards, guidelines and requirements related to assigned programs and functions.
- Assist with evaluating budgetary and financial data and assure expenditures are in accordance with established limitations; assist with grant coordination and preparation as assigned.
- Assist with the planning, development, training and other staff development activities as assigned; prepare and deliver oral presentations; prepare, develop and distribute related training and support materials; assist in coordinating meetings, committees and special events as assigned.
- Prepare and maintain a variety of narrative and statistical records, reports and files related to programs, functions, instructional areas, projects, compliance, staff development and report data to local, state and regional HMG as required.
- Research, compile, assemble and evaluate a variety of technical information, and programs related to assigned area or program; participate in the development, implementation and evaluation of program and educational documents; prepare and distribute related correspondence and informational materials.
- Interview, select, supervise and evaluate the performance of assigned staff; coordinate and direct employee assignments and review work to ensure compliance with established plans, strategies, standards, requirements and procedures as needed; work with employees to correct identified deficiencies; review recommended transfers, reassignments, disciplinary actions and/or termination.
- Train and provide work direction and guidance to assigned personnel; assign duties and

review work to ensure accuracy and completeness; provide input concerning employee interviews and evaluations as requested.

- Attend and participate in a variety of assigned meetings, committees, conferences, in-services and/or special events.
- Comply with schedules, policies, regulations, procedures, orders, and directives of the County Superintendent.
- Exhibit professionally appropriate interpersonal skills including but not limited to tact, patience, flexibility and courtesy.
- Maintain a safe work environment.
- Operate a variety of office equipment, including but not limited to a computer and assigned software applications.
- Serve as a liaison between County Superintendent and administrators, personnel, outside organizations or the public concerning assigned area.
- Serve as a technical resource concerning assigned program, function or instructional area.
- Work collaboratively and maintain effective working relationships with others in the course of work in assigned area.

OTHER DUTIES:

- Ability to work on a flexible schedule to attend evening and weekend meetings/conferences, as assigned and to coincide with department calendared meetings.
- Drive a vehicle to conduct work, using own transportation.
- Perform related duties as assigned.
- Travel within Fresno County, statewide and/or nationwide.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Basic public relations techniques.
- Budget preparation and control.
- Curriculum interpretation and application in assigned program or instructional area.
- Instructional techniques and strategies related to assigned programs, functions or school facility.
- Management of assigned programs, functions or school facility in support of a designated county office area, such as special education and court schools.
- Policies and objectives of assigned programs and activities.
- Practices, procedures and techniques involved in the development and implementation of staff development activities.
- Public speaking techniques.
- Proper English usage, grammar, spelling, punctuation and vocabulary in all forms of communication.
- State Education Code, local, state and federal laws, codes, regulations and requirements and county office organization, operations, policies and objectives as related to assigned activities and/or instructional area.
- Theoretical and technical aspects of field of specialty.

ABILITY TO:

- Analyze and evaluate situations accurately and adopt an effective course of action.
- Communicate effectively both orally and in writing.
- Drive a vehicle to conduct work.

- Ensure proper and timely resolution of issues, concerns and conflicts.
- Interpret, apply, and explain rules, regulations, policies and procedures.
- Maintain consistent, reasonably regular, punctual attendance consistent with federal, state and local standards.
- Safely and successfully perform essential job functions consistent with federal, state and local standards, including meeting qualitative and/or quantitative productivity standards.
- Supervise, train, guide and evaluate the performance of assigned personnel.
- Work confidentially and with discretion.
- Work independently with little direction.

EDUCATION AND EXPERIENCE:

EDUCATION:

- Bachelor's degree in Early Childhood Education or related field.
- Master's degree preferred.

EXPERIENCE:

- Four years increasingly responsible educational experience working with child and families birth to six years of age.
- Supervision experience working in field related to assigned program preferred.

LICENSURE AND OTHER REQUIREMENTS:

- Valid California driver's license; when driving for work, maintain automobile liability insurance in accordance with California Insurance Code section 11580.1 or maintain other statutorily authorized financial responsibility.
- Enrollment in the California Department of Motor Vehicles Government Employer Pull Notice Program at time of hire and throughout employment with the County Superintendent.

WORKING CONDITIONS:

ENVIRONMENT:

- Drive a vehicle to conduct work, using own transportation.
- Office and/or school facility environment.
- Regular interruptions.
- Small and large group meetings.

PHYSICAL DEMANDS:

- Bending at the waist, kneeling or crouching; climb or balance.
- Eyesight corrected or uncorrected sufficient to read a variety of materials including but not limited to fine print.
- Hearing with or without use of hearing aid(s) sufficient to hear any conversation with others; understandable voice and speech patterns.
- Manual dexterity and coordination sufficient to operate office and/or classroom equipment.
- Sitting, standing and/or walking for extended periods of time.
- Use hands to handle and/or feel; reach with hands and arms.
- Must frequently lift, push, pull or carry up to ten (10) pounds and occasionally lift and/or move up to twenty-five (25) pounds.

The physical demands and working conditions described here are representative of those that must be met by an employee to successfully perform the essential functions of this position, subject to reasonable accommodation.

This position description may not be an exhaustive list of all duties, knowledge, or abilities associated with this classification; however, it is intended to accurately reflect the principle job elements. Related duties, knowledge, or abilities to those expressly stated may also be required for successful performance of the position.

APPROVED:

Effective: August 6, 2018