

# FRESNO COUNTY SUPERINTENDENT OF SCHOOLS

## CLASSIFIED MANAGEMENT POSITION

JCN: 645  
EXEMPT

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### PROGRAM COORDINATOR – EARLY CARE AND EDUCATION

#### BASIC FUNCTION:

Under the direction of the Senior Director of Early Care and Education, plan, organize, coordinate and implement the operations and activities of the Fresno County Superintendent of Schools (FCSS), Early Care and Education (ECE) programs, to enhance educational effectiveness and efficiency and increase the capacity of ECE; supervise and evaluate the performance of assigned personnel.

#### REPRESENTATIVE DUTIES:

##### ESSENTIAL DUTIES:

- Assist in the preparation of proposals and grant application as assigned; research, identify, develop and respond to public and private grant opportunities in the area of ECE as assigned; monitor grants and potential funding to increase programs and services in ECE as assigned.
- Develop and monitor contracts/agreements with subcontractor entities; monitor scope of work for completion.
- Develop, coordinate and present curriculum and programs including age-appropriate teaching methodologies for child development and early childhood education programs for ECE agencies, school districts and the county office.
- Develop, plan, organize, and coordinate ECE systems, including but not limited to Quality Rating Improvement system, Local Planning Council and Early Math as assigned.
- Plan, organize, coordinate and implement the operations and activities of an assigned programs, function or instructional area to enhance educational effectiveness and efficiency of the County Office; assist in ensuring related activities comply with established standards, requirements, laws, codes, rules, regulations, policies and procedures.
- Provide technical information and assistance to the Senior Director of ECE regarding needs, issues and progress related to assigned program(s), function or instructional area; assist in the formulation and development of policies, procedures and programs.
- Research, 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 assigned duties.
- 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(s) and educational documents; prepare and distribute related correspondence and informational materials.
- Assist with evaluating budgetary and financial data and ensure expenditures are in accordance with established limitations; assist with grant coordination and preparation as assigned.
- 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 as assigned.

- 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, participate, facilitate and/or oversee a variety of assigned meetings, committees, conferences, in-services and/or special events associated with assigned program(s); complete legislated mandates as required.
- 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 budget preparation and control.
- Organizational and training skills in planning and organizing work, maintaining schedules and timelines.
- Planning, organization, coordination and implementation of the operations and activities of ECE to enhance educational effectiveness and efficiency of the county office and increase capacity and improve quality in ECE programs.
- Policies and objectives of assigned programs and activities.
- Principles of child development.
- Research methods, grant and/or report writing, and record keeping techniques.
- The function and mandates of assisted program(s).
- 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:**

- Effectively interact with a diverse population, including but not limited to, race, ethnicity, language, and culture.
- 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.
- Master's degree in Early Childhood Education, Child Development, Curriculum and Instruction or related field.

**EXPERIENCE:**

- Four years of experience working in child development education or related field.
- Experience with California Department of Education Child Development policies and procedures 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: July 1, 2018