

TITLE: **COORDINATOR, PRE- KINDERGARTEN PROGRAM**

QUALIFICATIONS:

1. Current California credential or permit authorizing service as child development program director
2. Master's degree in related area desirable
3. Experience in planning and organization of pre-kindergarten program
4. Knowledge of Desired Results Developmental Profile
5. Knowledge of curriculum and practices for early childhood education
6. Knowledge of principles of child development and practices of supervision
7. Skill and accuracy in oral and written communication
8. Ability to work effectively with staff, students and community

REPORTS TO: Administrator as assigned

JOB GOAL: To provide leadership and assistance in developing and implementing District's pre-kindergarten program

SUPERVISES: Staff as assigned

PERFORMANCE RESPONSIBILITIES:

1. Provides leadership and expertise in implementing State regulations to maintain and enhance State Pre-Kindergarten (Pre-K) Program.
2. Plans, organizes and assists teachers with implementation of curriculum materials and education technology techniques
3. Develops and monitors procedures to comply with regulations related to safe, healthy and comfortable educational environment
4. Trains and supervises staff as assigned
5. Assists in preparation and monitoring of State Pre-K and Title I Pre-K budgets
6. Provides staff training and resource assistance regarding early childhood practices and procedures in accordance with State requirements
7. Coordinates evaluation and selection of appropriate Pre-K materials
8. Maintains records and prepare reports as required by California Department of Education
9. Perform other related duties as assigned

TERMS OF EMPLOYMENT: Salary and work year according to current schedule; management salary schedule, code 29

EVALUATION: Performance of this job will be evaluated in accordance with the District's "Improvement of Professional Services" handbook, Board Policies and Procedures and consistent with collective bargaining agreements when applicable.