



**Orange County Department of Education
Human Resources Department
Classified Management Class Specification**

Coordinator, Early Learning Services

Class Code: 1498

Work Days: 210

GENERAL PURPOSE

Develop, implement, and manage early learning programs and activities; provide technical assistance, advisory planning, and consultant services; serve as a liaison with school site staff, the Orange County Department of Education staff, and community agencies; and provide assistance to higher level management staff.

SUPERVISION RECEIVED AND EXERCISED

1. Receives direction from higher level management staff.
2. Exercises direct supervision over professional and technical staff.

ESSENTIAL DUTIES AND RESPONSIBILITIES

This position description is intended to describe the general nature and level of work being performed by an employee assigned to this position. This description is not an exhaustive list of all duties, responsibilities, knowledge, skills, abilities, and working conditions associated with this position. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.

1. Recommend and assist in the implementation of goals, objectives, and strategic plan; establish schedules and methods for providing specialized services; and implement policies and procedures.
 2. Coordinates and supports the cooperation of agencies involved with early learning programs; prepares presentations on program goals and objectives.
 3. Participate in the preparation and administration of the program budget for assigned area; submit budget recommendations; monitor expenditures.
 4. Design and deliver a variety of training seminars and workshops dealing with the early learning programs; provide consultation and technical assistance to all participating programs.
 5. Coordinate the development and implementation of funding and grants to support early learning programs; respond to annual grant requests for applications; and prepare data and program reports for statewide funders.
 6. Promote and coordinate specific activities within assigned early learning programs; prepare program event and marketing material, including news releases, flyers, and schedules of events, pamphlets, and brochures.
 7. Organize, schedule, and implement assessments and/or ratings associated with the early learning programs.
 8. Monitor program compliance with laws, rules, and regulations related to the provision of related programs and services.
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9. Maintain records and develop reports concerning new or ongoing programs and program effectiveness; maintain records for early learning programs and activities; prepare statistical reports as required.
 10. Select, train, plan the work of, supervise, and evaluate staff; provide coaching to employees; collaborate on goal development; set clear expectations; provide constructive feedback; assist in improvement as needed; and check in regularly for understanding.
 11. Develop and monitor contracts within the school district, non-profit agencies, private businesses, governmental agencies, food service agreements, alternative payment agreements, and various other agreements.
 12. Monitor pending legislation involving early learning programs and various relevant issues, suggest amendments to legislation, and serve on advisory committees.
 13. Oversee, monitor, and supervise the development of program curricula and instructional strategies and activities; coordinate the development, selection, and procurement of instructional materials and equipment.
 14. Act as a liaison for the early learning programs with parents, private businesses, consultants, governmental agencies, and district staff for collaboration purposes.
 15. Maintain awareness of new developments in the instructional field; incorporate new developments into programs as appropriate.
 16. Attend and participate in professional group meetings; stay abreast of trends and issues related to dual language learners.
 17. Demonstrate attendance sufficient to complete the duties of the position as required.
 18. Perform related duties similar to the above in scope and function as required.

QUALIFICATIONS (KNOWLEDGE, SKILL, ABILITY REQUIREMENTS)

Knowledge of:

1. Operations, services, and activities of the California early learning programs.
2. Principles of effective supervision, leadership, training, coaching and performance evaluation.
3. Procedures, methods, and techniques of project and workflow management and organization.
4. Basic procedures, methods, and techniques of budget preparation and control.
5. Methods and approaches to planning early learning programs and services, according to identified needs and requirements of the assigned program.
6. Effective dual language learner practices.
7. Pertinent federal, state, and local laws, codes, and regulations.
8. Familiarity with the design and reliable implementation of assessments such as Environment Rating Scales (ERS) and Classroom Assessment Scoring System (CLASS).
9. Recent developments, current literature, and sources of information related to early learning.
10. California Education Code, California Administrative Code, and the policies, rules, and regulations of the Orange County Department of Education

Ability and Skill to:

1. Select, train, lead, coach, direct the work of, supervise, and evaluate professional and technical employees; effectively delegate authority and responsibility.
2. Interpret the organizational and division strategic plan and create relevant goals and plans for assigned areas.
3. Coordinate, direct, and implement early learning programs suited to the community's needs.
4. Elicit community and organizational support for early learning programs.
5. Establish and maintain effective working relationships with various constituencies.
6. Understand, interpret, and explain laws, codes, contracts, policies, and procedures.
7. Develop and present training materials.
8. Prepare clear and concise correspondence, reports, and other written materials.
9. Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.
10. Communicate clearly and concisely, both orally and in writing, in English; present information effectively in front of both large and small groups.

Education, Training, and Experience:

A typical way of obtaining the knowledge, skills, and abilities outlined above is a bachelor's degree in education or a related field and four (4) years of educational experience, including two (2) years leading or supporting publicly funded early learning programs; or an equivalent combination of training and experience.

PHYSICAL AND MENTAL DEMANDS

The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this class.

Physical Demands

Employees must be able to perform the essential functions of the position with or without accommodation. Employees in this classification must be able to travel countywide to a variety of sites within a reasonable time frame, read written and electronic materials, and communicate clearly with those contacted through the course of work (typically in person, on the phone, and via email); perform deskwork for extended periods; and access and operate all required equipment for job duties. The position may include occasional need to traverse uneven surfaces and move items weighing up to 25 pounds.

Mental Demands

While performing the duties of this class, employees are regularly required to use written and oral communication skills; read and interpret information; analyze and solve problems; use mathematical reasoning; make observations; learn and apply new information or skills; perform highly detailed work; work on multiple, concurrent tasks with frequent interruptions; work under intensive deadlines and meet productivity requirements; and interact successfully with various groups of people encountered in the course of work.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Employee typically works in an office environment that is fast-paced with high pressure.