



**COORDINATOR III
UNIVERSAL PREKINDERGARTEN (UPK) EARLY EDUCATION SUPPORT**

Certificated Job Description

IMMEDIATE SUPERVISOR:

Director of Educator Development

ESSENTIAL FUNCTIONS:

1. Oversee and coordinate the implementation of all components, including billing, budgets, and contracts, of the Kern County Superintendent of Schools (KCSOS) assigned Programs.
2. Oversee, design, coordinate and facilitate professional learning activities and educational partnership meetings which support UPK implementation, early education programs, state and local priorities, and the identified needs of educational partners.
3. Collaborate with a representative from each partnering district/institution to effectively enroll, provide support and monitor the progress of each program participant. Facilitate, coordinate, and/or represent KCSOS at professional meetings, activities, and trainings.
4. Examine county and district data on a regular basis to discover trends and provide targeted professional development.
5. Act as a liaison between KCSOS, CSUB, and the Kern Community College District.
6. Work as a team to collaborate with local Institutions of Higher Education and local CTE programs to build a workforce recruitment system of support for the early education teaching pathway.
7. Provide leadership for all aspects concerning early education, instructional, and professional development programs.
8. Act as a resource by developing, facilitating, and providing training to LEAs and COEs in the area of curriculum, instruction, and assessment, including how to support multilingual learners and students with disabilities.
9. Collaborate with professional and community committees, workgroups, organizations, institutions, and other agencies at the local, state, and national levels to promote improved instructional practices.

10. Oversee and award stipends to early education educators based on set criteria.
11. Supervise and evaluate assigned staff.
12. Participate in the regular program, division, and department meetings, professional learning, and activities as assigned.
13. Maintain professional proficiency through ongoing professional learning related to the work of educator development and credentialing programs.
14. Review state, local, and federal grant funding requests for applications relating to early education needs. Research and write co-write proposals addressing local priorities. Administer successful grants and submit required program reports.
15. Perform other duties as assigned.

MINIMUM QUALIFICATIONS:

A. Personal Qualifications:

1. Exhibit knowledge of current trends, innovations, and developmentally appropriate practices in early education and demonstrate a willingness to stay abreast of these trends.
2. Ability to provide leadership in committees, workshops, and various types of group meetings.
3. Demonstrate the ability to articulate ideas and information effectively to others.
4. Ability to effectively communicate appropriate information to peers, staff members, and the public.
5. Interpersonal skills and abilities necessary to work and communicate with people and groups effectively and cooperatively.
6. Skills to manage the work, set priorities, and evaluate progress toward outcomes.
7. Must possess a private vehicle, a valid California driver's license, and carry current automobile insurance with at least minimum coverage for public liability and property damage.
8. Evidence of writing skills to write effective internal and external communications to support and sustain programs.
9. Fingerprint clearance by both the Federal Bureau of Investigation and the California Department of Justice is a condition of appointment after all other required job conditions have been met.

B. Professional Qualifications:

1. Knowledge of and a broad range of experience with preschool foundations, early childhood instruction, Common Core State Standards, California Standards for the Teaching Profession (CSTP), California Professional Standards for Education Leaders (CPSEL), and CA Quality Professional Learning Standards (QPLS).
2. Experience with adult learning theory, mentoring practices, and effective methods of developing curriculum and professional learning opportunities.
3. Experience providing leadership in curriculum development, professional learning design, and improving instructional practices.
4. Ability to establish and maintain appropriate working relationships and rapport with individuals and groups.
5. Ability to effectively structure, organize, and systematize tasks and activities. Ability to articulate ideas and information effectively to others.
6. Ability to design and conduct meetings with a variety of program educational partners.
7. Ability to analyze program results and apply the knowledge to program development.
8. Must present verification of completion of Child Abuse Mandated Reporter training or obtain verification within six (6) weeks of hire and annually thereafter, as required by the California Child Abuse and Neglect Reporting Act.

TRAINING AND/OR CREDENTIALS:

A. Education:

1. Must hold or be eligible for a Clear California Administrative Services Credential.
2. Must hold appropriate California Clear Teaching Credential(s).
3. Master's Degree earned at an accredited college or University.

B. Experience:

1. Successful experience in an early childhood education setting.
2. Successful experience in an administrative role at a school site or district/county office desired.
3. Successful experience in classroom teaching, preferably with populations of English learners, socioeconomically disadvantaged students, and students with disabilities.
4. Successful experience in coordinating and conducting professional learning and staff development activities.

5. Successful experience with mentoring.
6. Successful experience with budget management and oversight.

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