

**KERN COUNTY SUPERINTENDENT OF SCHOOLS
APPROVED APRIL 2025
SALARY SCHEDULE: #26
CLASSIFIED ADMINISTRATIVE – OVERTIME EXEMPT
CODE: 6, 8**

PROGRAM COORDINATOR - EARLY LEARNING SERVICES

DEFINITION

Under general direction, the Program Coordinator - Early Learning Services is responsible for executing a broad range of assignments, including grant writing, in support of the planning, organization, coordination, and implementation of the Quality Counts California initiatives and programs, Local Child Care Planning Council, Universal Pre-Kindergarten (UPK) Mixed Delivery Workgroup, and other early learning programs and initiatives associated with the Kern County Superintendent of Schools (KCSOS).

EXAMPLES OF DUTIES

Oversee the implementation of all Quality Counts California initiatives and programs, Local Child Care Planning Council, UPK Mixed Delivery Workgroup, and other early learning programs and initiatives, as appropriate;

collaborate with internal and external local early learning partners to increase local workforce capacity, professional learning, and guiding the implementation of quality improvement practices;

work in partnership and support local school districts with early learning programs, childcare agencies, and other direct service stakeholders to support positive outcomes for children and families, and increase public awareness of the benefits of investing in high-quality early learning and care programs;

plan, coordinate, and facilitate the local Quality Rating and Improvement System Consortium to plan and address current and future issues, includes recruitment of members;

plan, coordinate, and facilitate the local UPK Mixed Delivery Workgroup meetings;

attend and represent KCSOS at appropriate State meetings, conferences, and trainings;

collaborate with local institutions of higher education to address the educational needs of the early learning workforce;

assist with writing, implementing, and monitoring grants and contracts issued by federal, State, and local funders;

assist with the oversight of budgets and ensuring expenditures, including block grants and stipends, are in accordance with established quality improvement guidelines set forth by federal, State, and local funders;

initiate and monitor contracts/agreements with quality improvement subcontractors, participating childcare centers, family child care providers, or alternative sites;

research, develop, coordinate, and implement a data collection and monitoring system for internal program;

research, organize, prepare, evaluate, and maintain a variety of quantitative and qualitative reports and program evaluations to ensure compliance of early learning quality improvement programs, staff development, and goals and objectives of the office;

prepare written and oral reports to be presented to respective agencies and/or Boards; maintain current knowledge of research, best practices, and standards related to early learning;

recommend and assist in strategic planning and the implementation of department and division goals and objectives;

train, supervise, and evaluate the performance of assigned staff, including providing training on quality improvement coaching strategies;

maintain current knowledge and best practices of leadership and management to assist employees with growth and development;

perform other related duties as assigned.

QUALIFICATIONS

Knowledge of:

Principles and practices of grant writing;

quality tools and assessments, including, but not limited to, Ages and Stages Questionnaire, Desired Results Developmental Profile, Classroom Assessment Scoring System® (CLASS®), California Preschool Learning Foundations and Frameworks, and California Early Childhood Educator Competencies;

budget preparation and control;

full landscape and scope of the early learning and care system, including trends and practices in the field;

child development permitting process;

local/state health and safety codes and regulations applicable to early learning facilities;

the range of governmental legislation and source of funding that affect early learning programs.

Ability to:

Demonstrate administrative skills and abilities to communicate effectively and persuasively at government, community, and public meetings;

coach early learning educators for the purpose of improving quality in early learning settings, as appropriate;

plan and coordinate small to large trainings and events;

supervise and provide guidance and training through practice and instruction;

exercise sound administrative judgment, originality, and initiative in the development of new methods and procedures in the solution of difficult problems;

plan, organize, implement, and evaluate effective programs and activities;

write reports and correspondence, clearly, and effectively;

work independently with minimal supervision; maintain schedules and timelines;

attend evening and weekend meetings, conferences, and trainings, as needed;

maintain current knowledge of research, best practices, and standards related to early learning and care;

travel within Kern County and the State of California.

Experience:

Three (3) years' experience in leadership and management of education, family services, child development or community service programs, and as an advocate or consultant for early childhood service agencies, or programs directly related to early childhood.

A minimum of one (1) year experience in employee supervision and performance management.

Education:

Graduation from a recognized four-year college or university with a degree in Child Development, Early Childhood Education, Family Studies, or related field.

Master's degree in Early Childhood Education, Child Development, or related field.

Child Development Permit preferred.

Conditions of employment:

Some positions may require proof of privately owned automobile insurance and possession of a valid California Motor Vehicle operator's license which must be maintained for the duration of the assignment.

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.

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.

This position is overtime exempt and has a probationary period of one year.

CP:rn

4/4/2025

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Formerly Coordinator III - Early Learning Services 2024