



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

Certificated Job Description

**IMMEDIATE SUPERVISOR:**

As assigned

**ESSENTIAL FUNCTIONS:**

1. Work with site and district administrators in school districts and other agencies to help:
  - a. Support/consult on curriculum development, material selection, alignment with state frameworks and standards
  - b. Plan, organize, and promote various activities necessary for the implementation of the state curriculum frameworks and standards
  - c. Improve student performance assessment and testing
2. Act as a resource by developing, facilitating, and providing training to school districts and the county office in the area of curriculum, instruction and assessment with an emphasis in early education, including how to support with Multilingual Learners and students with special needs.
3. Act as an advocate for appropriate curricular changes and modifications.
4. Examine county and district data on a continual basis to discover trends and patterns to determine and provide targeted professional learning.
5. Coordinate, conduct, and attend professional development workshops and conferences.
6. Provide leadership for all aspects concerning early education instructional programs and professional development programs.
7. Prepare budgets, contracts, reports, and service agreements.
8. Represent the county office at professional meetings.
9. Collaborate with professional and community committees, work groups, organizations, institutions, and other agencies at the local, state and national level to promote improved practices in education.
10. Develop, coordinate and administer county-wide activities which promote student interest and competence in early education.
11. Perform other related duties as assigned.

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## MINIMUM QUALIFICATIONS:

### A. Personal Qualifications:

1. Effectively communicate knowledge of and ability to stay abreast of current trends, innovations, and practices in early education.
2. Interpersonal skills and abilities necessary to work and communicate with people and groups effectively and cooperatively.
3. Skills to manage the work, set priorities, and evaluate progress toward outcomes.
4. 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.
5. Evidence of writing skills to write effective internal and external communications to support and sustain programs.
6. 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.

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### 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. Administrative Services Credential (or be eligible for an administrative preliminary, intern, or waiver credential and obtain and maintain that credential upon receiving a job offer).
2. Must hold appropriate California Clear Teaching Credential(s).
3. Master's Degree earned at an accredited college or University.

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##### B. Experience:

1. Successful experience in an early childhood education setting.
2. Successful experience in a supervision role at a school site or district/county office preferred.
3. Leadership in providing students, teachers and administrators with the skills and knowledge for effective design, implementation and evaluation of instruction programs, specifically in the areas of early education.
4. Experience in curriculum development and/or supervision, with specialization in early education.
5. Experience and study which indicate knowledge of early education principles, theory, and teaching techniques.

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Formerly Coordinator III - Universal Pre-Kindergarten (UPK) Early Education Support 2024