

COORDINATOR IV: EARLY CHILDHOOD LEARNING

DEFINITION:

Under the general direction of the Executive Director of Elementary Education, provide support implementation of California Standards and Frameworks for primary grades, oversee operations of the Transitional Kindergarten Program, supports the Early Childhood Education programs, and assist in development, implementation and evaluation of curriculum and instruction and professional development in core content in the primary grades Preschool-3.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Assist in the development, implementation, and evaluation of curriculum and the instruction in preschool and primary grade levels
- Ensure compliance with all California and federal guidelines for the implementation of programs for Transitional Kindergarten and Kindergarten programs.
- Assist in the collection, interpretation, and use of data and assessment results to improve instructional practice and student learning
- Coordinate and facilitate professional development of the Transitional Kindergarten and Kindergarten program
- Provide administrative oversight of the Transitional Kindergarten and Kindergarten program
- Coordinate and collaborate with the Executive Director of Elementary Education on all aspects of Preschool -3 instruction
- Support the literacy and numeracy development of preschool and primary grade students
- Facilitate and model effective communication to support professional learning communities
- Consult with site administrators to assure safety and efficiency of site programs
- Assist site administrators in the identification and selection of site personnel
- Manages related budget for Transitional and Kindergarten programs.
- Support Primary Literacy Project
- Attend district meetings as needed
- Serve as a Preschool/K liaison to our schools and parent community
- District liaison to the Orange County Department of Education for early childhood
- Other duties as assigned

QUALIFICATIONS GUIDE

KNOWLEDGE OF:

- Knowledge of effective instructional strategies and curriculum for preschool and primary grades including transitional kindergarten
- Demonstrate an understanding of and support implementation of CA Standards and Frameworks for primary grade levels
- Comprehensive knowledge of and experience with effective presentation strategies
- Comprehensive knowledge of applicable state and federal laws, regulations, and compliance requirements governing special education programs in California
- Knowledge of State funding allocation methods

ABILITY TO:

- Communicate and collaborate effectively with diverse groups and audiences
- Promote flexibility and resiliency through thinking critically and creatively
- Model the IUSD core values of integrity, trust, collaboration, empowerment, and learning
- Ability to communicate orally and in writing sufficient to express ideas, thoughts, and instructions clearly to clients, community, and staff
- Ability to collaborate with other agencies in planning and implementing effective programs, including staff and parent trainings, within established budget constraints
- Ability to analyze complex situations and prepare response alternatives for consideration by decision-making groups

EDUCATION:

A Master's degree, or higher, from an accredited college or university is preferred.

LICENSES/CREDENTIAL:

- Valid California teaching or other related Services credential
- California Administrative Services or other related Services credential
- Possession of a valid California driver's license

TRAINING AND EXPERIENCE:

Five years of successful certificated teaching experience. Two years' experience in a management or supervisory capacity.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee is occasionally required to walk.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT:

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

The noise level in the work environment is usually moderate.

Revised: 1/24/2022