

**SAN MATEO – FOSTER CITY SCHOOL DISTRICT
JOB DESCRIPTION**

TITLE: Coordinator - Child Development

**CERTIFICATED/
CLASSIFIED:** Certificated or Classified Management

REPORTS TO: Principal on Special Assignment - Child Development

EVALUATED BY: Principal on Special Assignment - Child Development

EDUCATION/EXPERIENCE:

- Program Director Permit (issued by the State of CA) or CA Administrative Services Credential
- Successful administrative and supervisory experience of at least three years related to education of preschool-first grade students
- Valid CA Drivers License
- Experience within a childcare program desirable
- Bilingual preferred (Spanish)

QUALIFICATIONS:

Knowledge of:

- Child growth and development
- Desired Results for Children and Families
- Community Care Licensing regulations for childcare centers
- QRIS, CLASS, and ECERS
- Staff development models and practices
- Inclusion, blended, state subsidized, and/or fee-based programs
- CA Preschool Curriculum Framework and CA Preschool Learning Foundations
- CA Collaborative on Social Emotional Foundations for Early Learning (CA CSEFEL)
- Positive Descriptive Acknowledgments (PDAs)

Ability to:

- Support the day to day preschool operations
- Work in a team to plan, develop, implement and evaluate childcare programs
- Supervise, evaluate and support the ongoing development of personnel
- Plan and provide staff development and monitor implementation
- Develop and maintain high morale among staff and positive relationships with students, parents, District personnel, and outside agencies
- Work in a collaborative team
- Think creatively and implement new ideas
- Self-sufficient, self-motivated
- Communicate well orally and in writing
- Proficient in use of technology

DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES:

Under the direction of the Principal on Special Assignment - Child Development, the Coordinator of Child Development is responsible for supporting the Principal with the implementation of all Child Development District programs:

- Provide a high quality preschool program
- Implement Community Care Licensing regulations
- Manage the day to day preschool operations
- Support the preschool programs (CSPP, CCTR, blended, inclusion, Parent Involvement Project, and fee-based)
- Hire, train, schedule, supervise and evaluate staff
- Support staff with Desired Results and Program Self-Review
- Arrange for classroom coverage when substitutes are not available

TYPICAL DUTIES:

Assist with classroom observations, visitations and evaluations

Manage program operations, facilities and systems

Handle disciplinary issues that may arise in the program

Monitor and evaluate high quality preschool programs

Support staff with Desired Results and Program Self-Evaluation reports

Assist teachers with providing nurturing, safe and stimulating educational environment

Model and guide activities that promote kindergarten readiness for all students

Hire, train, schedule, supervise and evaluate staff

Handle parent complaints that may arise in the program

Facilitate the placement of substitutes as needed

Performs related duties as assigned

ADA ESSENTIAL FUNCTIONS:

When performing the duties of this job, the employee is regularly required to sit, walk, and stand, sometimes for prolonged periods of time; operate a computer and keyboard; maintain visual acuity to review written documentation; hear and understand speech at normal room levels and on the telephone; lift horizontally and vertically; bend and stoop. This employee must be able to perform the duties of a rigorous work schedule, including visits all 7 preschool sites (Drive a vehicle). This employee must be able to walk with children on field trips; physical ability to keep up with small children; participate in active play and supervision of children.

