



PASO ROBLES JOINT UNIFIED SCHOOL DISTRICT JOB DESCRIPTION

Position: **Inclusive Early Education Expansion Program Grant Coordinator 1**

Reports to: Director of Curriculum & Instruction

Classification: Certificated Management

Work Year: 11 months/ 205 days

Salary: Certificated Management Schedule #5
Range: 9

DEFINITION: Under the direction of the Director of Curriculum & Instruction, the IEEEP Grant Coordinator will have the responsibility of ensuring implementation of the IEEEP grant including meeting the state and district requirements; is a part of the IEEEP professional development plan and will provide classroom support in conjunction with the professional development partners; with work with the IEEEP Leadership Team and four subcommittees (Facilities and Outdoor Play Space, Professional Development, Academic Learning Environment and Inclusion and Access of Services) to plan, develop, and implement all aspects of the grant. In addition, the IEEEP Grant Coordinator will coordinate with all district partners, consortiums and the San Luis Obispo County Office of Education to ensure that the district is maximizing resources and using best practices for inclusion in an Early Learning Center programs. The IEEEP Grant Coordinator will also be responsible for outreach to staff, parents, community regarding the implementation of the grant.

ESSENTIAL FUNCTIONS: *This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principal job elements.*

Planning Grant Activities and Monitoring Progress

- Convene IEEEP Leadership Team and assist leads in the facilitation of the four IEEEP Subcommittees including meeting notices, set up, agendas and minutes
- Maintain communication regarding the grant progress with district and site administration and as required, provide public updates to grant implementation progress including the district newsletter, reports to the Board of Trustees, and press releases
- Work with Facilities and Outdoor Playspace Subcommittee, District Director of Facilities, and District Construction Manager to ensure that all required facilities construction is completed according to recommendations from Facilities Subcommittee and grant guidelines and requirements
- Work with the Facilities and Outdoor Playspace Subcommittee to develop a plan for inclusive playground for the Bauer-Speck Early Learning Center and Pifer Early Learning Academy and monitor the planning, purchasing and implementation
- Work with the Professional Development Subcommittee to establish the professional development program including identifying and contracting with partners for the required training, establishing the calendar, and ensuring the appropriate staff attends training and meets the grant requirement.
- Work with San Luis Obispo County Office of Education (SLOCOE) and attend ELC Consortiums to provide information and receive input on inclusive practices for preschools and solicit participation on the IEEEP Leadership Committee and subcommittees

Professional Development Implementation Coordination and Monitoring

- Work with staff development partners to set up classroom coaching opportunities
- Provide classroom coaching for district and partner ELC programs following professional development
- Monitor the implementation and completion of the staff development requirements for the staff stipend and authorize payment upon staff completion of requirement
- Work with SLOCOE on digital recording of required staff development and the development of an ELC portal for staff, teachers and parents
- Develop plans for sustainability of professional development for new ELC staff

Adaptive Equipment and Supplies Implementation Coordination and Monitoring

- Work with the Academic Learning Environment to identify what each preschool classroom should have to assure that it is inclusive for students with disabilities including students with severe disabilities. Monitor purchases and installation of all equipment and materials.



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- Identify any training required for the use of adaptive materials and equipment and consult with the Professional Development committee to provide the training
- Work with Special Education staff to identify and purchase a library of adaptive equipment, curriculum and materials to be checked out to mainstream preschools for students with severe disabilities. Identify any required training required for deployment within mainstream preschool classrooms

Planning, implementing and monitoring partnerships with subsidized ELC programs to increase the number of children with disabilities included within mainstream ELC programs

- Work with the Inclusion and Access of Services Subcommittee, district partners, and the Leadership Team to increase participation of students with disabilities including severe disabilities within ELC programs through the creation of new procedures, protocols and partnerships.
- Collect data regarding the inclusion of children with disabilities in mainstream district and partner ELC programs as established in the grant. Work with subcommittees to identify roadblocks to participation and develop strategies to overcome roadblocks and report to the IEEEP Leadership Team
- Schedule, publicize and implement parent information and training for all parents participating in ELC programs embedding inclusion information within all offerings. Develop a sustainability plan for parent information and training
- Support the IEEEP Leadership Team to develop plans for sustainability of inclusion of children with disabilities including severe disabilities within subsidized programs

Collecting data regarding grant targets and for continuous improvement

- Collect evaluation data and provide to the IEEEP Leadership Team and appropriate subcommittees. Develop a sustainability plan for the collection and evaluation of data
- Visit preschool classrooms regularly to monitor implementation of inclusive practices and to provide input to the IEEEP Leadership Team
- Meet with classroom staff on a regular basis to monitor implementation of inclusive practices and address facilities, materials or professional development needs and provide input to the IEEEP Leadership Team.
- Work with SLO Counts to assure that all district and partner ELC programs participate in regular data collection with feedback and coaching. Collect and analyze ECERS-R and CLASS data related to grant objectives
- Implement and collect Inclusive Classroom Profile data related to grant objectives
- Provide reports to the IEEEP Leadership Team regarding data analysis of ECERS-R, CLASS and Inclusive Classroom Profile

Complete required grant reporting and budgeting

- Provide required quarterly reports and budget accounting to the California Department of Education based on grant requirements
- Monitor IEEEP grant budget to assure compliance to grant requirements, district accounting practices, and appropriate budgeting for grant activities
- Provide final accounting in year four to complete grant requirements

KNOWLEDGE AND ABILITIES:

- Either expertise and experience in Early Childhood Education (Ages 3-5) or expertise and experience in the Special Education services for children ages 3-5 with disabilities focusing on inclusion or both.

LICENSES AND OTHER REQUIREMENTS:

- Valid California Administrative Credential
- Valid California Teaching Credential



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ENVIRONMENT:

- Classroom, itinerant, and office environment.

PHYSICAL REQUIREMENTS:

- Stand in one area for extended periods of time
- Stand and walk for extended periods of time
- Sit for extended periods of time
- Ascend and descend steps
- See for the purpose of reading student work, laws and codes, rules and policies, and other related matter, and observing students
- Hear and understand speech at normal levels
- Understand and carry out oral and written directions.
- Communicate so others will clearly understand normal conversation
- Communicate using the telephone
- Bend, twist, kneel and/or stoop
- Lift and carry 25 lbs.
- Reach in all directions
- Think clearly and rationally to solve problems.