

**LOWELL JOINT SCHOOL DISTRICT**  
**COORDINATOR OF EXPANDED LEARNING**  
**OPPORTUNITIES PROGRAM**



## DEFINITION

Under the direction of the Assistant Superintendent of Educational Services is responsible for the management of the districts Early Childhood, program which includes (but not limited to) parent fee-based preschool, State preschool, and Learning Links through planning, organizing, presenting and evaluating a program of meaningful instruction maximizing the learning potential of each individual student consistent with District goals and priorities.

## REPRESENTATIVE DUTIES

Plan, organize, and manage the Early Childhoods program's instructional program design and delivery systems; plan, organize, design, and implement early childhood curriculum and instruction programs and activities to ensure optimal educational opportunities and growth experiences for early childhood program participants; articulate and support child development principles within the pre-school and Learning Link program; plan, organize and direct research and development processes, including operational assessment, participation forecasting, and evaluation processes

Assist in the planning development and implementation of Board policies, regulations, and the strategies for achieving District Early Childhood program's long and short range curricular and organizational goals and objectives; develop, plan, organize, and implement developmentally appropriate education programs, to include social/emotional components, family/community involvement, staff development and training, and social services for the purpose of meeting federal and state rules and regulations; oversee and facilitate the implementation of a standard assessment for the District's early childhood and education programs; oversee budgets for all early childhood education programs; assist with the control of expenditures in accordance with budget allocations; monitor and analyze costs; maintain fiscal responsibility and solvency of the programs

Develop personnel recruitment plans to hire quality staff for all programs; supervise, train, and evaluate the performance of assigned staff; plan, organize, and coordinate the performance of program personnel and maintain a positive, supportive and motivational environment; assign and review work and participate in the selection of new personnel as assigned; recommend and participate in disciplinary action as needed; Evaluate members of certificated and classified personnel staff. Resolve problems, issues and concerns pertaining to all staff members

Identify the needs of families in the community and develop strategies to help children enter school ready to learn; participate in meetings with parents, teachers, staff members, and the general public to demonstrate or explain child development, early educational curriculum, practices, and preschool programs; support and monitor the assessment of children as they transition to TK and Kindergarten.

Develop a plan for establishing communication channels between the early childhood education programs and public and private agencies for the purpose of maintaining public relations and fostering public understanding of the various programs; develop, submit and manage grant applications, funding proposals and contracts for all assigned programs; provide leadership and support in the development of a system for collaboration and coordination of exemplary practices for school readiness, State and Fee-based Preschool and Pre-Kindergarten programs implementation; attend various meetings related to early childhood education, the School Readiness Initiative, and the District to comply with all state and federal performance standards; Determine procedures and guidelines that effectively resolve conflicts and assist in coalition building processes between all stakeholders: students, parents and staff members

Develop as a professional educator; reflect on educational practices and participate in professional development; establish professional goals and pursue opportunities to grow professionally; work with colleagues to improve professional practice.

#### OTHER RESPONSIBILITIES

- Assure program progress to meet District standards, and adhere to District goals and priorities.
- Participate in faculty meetings and committees
- Participate in and/or support the sponsorship of pupil activities
- Perform non-classroom supervision when equitable and reasonably assigned
- Work in a collaborative setting within the program setting

*Individuals who hold this position may perform additional duties and additional duties may be assigned.*

#### KNOWLEDGE OF

- Current principles, theories, practices, methods and techniques used in early childhood/preschool programs
- Age appropriate classroom procedures and child guidance principals which promote appropriate student conduct and motivation for student learning
- Applicable sections of the State Education Code, the Standards for the Teaching Profession, and other applicable laws
- Research methods and report writing techniques
- Current trends and research concerning the growth and development of children
- First aid and CPR
- Computer and technology applications utilized in education
- Effective communication skills, good judgment, and sound decision making utilizing interpersonal skills incorporating tact, patience and courtesy

#### ABILITY TO

- Motivate staff to develop skills, attitudes, and knowledge needed to provide a good educational foundation in accordance with each pupil's ability
- Display the use of good judgment in making decisions
- Maintain professional relationships with pupils, parents, colleagues, and supervising staff member
- Communicate effectively both orally and in writing
- Maintain acceptable standards of physical health, energy, and emotional adjustment to the job environment
- Analyze data and work with staff on site improvement activities designed to enhance the learning of all students
- Interpret and apply District policies, procedures, laws, rules, and regulations using good judgment in a variety of situations

#### MINIMUM QUALIFICATIONS

- Possession of Administrative Service Credential or certificate of eligibility and Master's Degree
- Valid California Teaching Credential
- Child Development Program Director Permit (or in progress)
- Minimum of 6 years of teaching experience in the field preferred
- Valid CA Driver's License

## EMPLOYMENT REQUIREMENTS

- Current and valid Tuberculosis (TB) clearance
- Fingerprint clearance for school personnel
- Appearance, grooming, and personality which establish a desirable example for students

## PHYSICAL STANDARDS AND WORKING CONDITIONS

*The physical and mental demands and work environment described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. These physical demands are generic in nature and tasks may vary dependent on specific trade and or specialized work assignment.*

## PHYSICAL DEMANDS

The physical demands of this position include remaining in a stationary position for extended periods of time as well as move or traverse throughout a classroom, school grounds and play yard. Dependent on class/student assignment, the employee will position self appropriately to complete multiple tasks, occasionally transport items of varying sizes or shapes up to 50 pounds across and/or around a classroom or play yard. The ability to communicate and exchange accurate information and ideas so others will understand in a noisy environment and locate the source of a sound is crucial. The ability to observe details and inspect a variety of materials as well as monitor student activities is also required.

## MENTAL DEMANDS

Required to use written and oral communication skills, read and interpret data, information and documents; analyze and solve problems; observe and interpret situations; learn and apply new information or skills; use math and mathematical reasoning; perform highly detailed work; work on multiple and concurrent tasks; work with frequent interruptions; work under intensive deadlines; interact with District and program personnel, school administrators, managers, staff, vendors, the public, and others encountered in the course of work.

## WORK ENVIRONMENT

While performing the duties of this job, the employee works in several environments including classroom, indoors and outdoors environments. Employees in this position may have higher level of exposure to infection from students. There is also frequent contact with staff and public and the need to meet multiple demands from several people. The noise level may be moderate to very noisy.

## SALARY RANGE

Appropriate placement on the Certificated Management and Supervisory Salary Schedule

## PERIOD OF SERVICE

Work calendar as adopted by the Board of Trustees