COORDINATOR OF SUPPORT SERVICES, CHILD DEVELOPMENT PROGRAMS

OVERALL RESPONSIBILITY

Under general supervision, provide direct support service to improve child development programs.

SPECIFIC RESPONSIBILITIES

1. Develop, implement and coordinate a parental involvement and education plan.
2. Provide technical assistance to staff and providers in carrying out the parental involvement and education plan.
3. Establish and maintain a parent advisory committee.
4. Develop, implement and coordinate a health, mental health and social service plan for children and families.
5. Provide technical assistance to staff and providers in carrying out the health, mental health and social service plan.
6. Conduct classroom and child care home visits for the purpose of observing students and providing on-site consultations to staff and providers.
7. Assist staff and providers in student referrals.
8. Assist in the planning, coordinating and implementation of program self-assessments and action plans.
9. Assist in assessing, developing and implementing a staff development plan for staff and providers.
10. Select, supervise and evaluate child development staff.
11. Assist in the development of proposals to fund new programs.
12. Maintain consistent and regular attendance.
13. Effectively communicate and maintain cooperative relationships with those contacted in the course of work.
14. Perform other related duties as assigned.

WORK YEAR

Approved days as specified on the Management Salary Schedule (222)

SALARY

Management Salary Schedule. (Range 118)
QUALIFICATIONS

Knowledge/Ability

Minimum Requirements:
- Knowledge of effective teaching strategies in a child development program
- Knowledge of quality indicators for child development programs including support services
- Knowledge of and ability to apply District policies and state and federal laws.
- Ability to interpret and apply laws, rules and regulations as they apply to publicly funded child development programs.
- Ability to understand and implement complex oral and written instructions given in English.
- Ability to compose clear, complete and concise reports independently using correct grammar, syntax, punctuation, and spelling.
- Knowledge of and ability to use word processing and data base programs to develop and produce correspondence and reports.

Experience

Minimum Requirement:
- Two years successful full-time teaching experience in a child development program.

Desirable Qualification:
- Two years successful full-time supervision of child development programs.

Education

Minimum Requirements:
- Bachelor of Arts AND
- Children’s Center Supervision Permit (also called Child Development Site Supervisor Permit) OR
- Teaching credential authorizing teaching service in elementary school or a single subject credential in home economics, and six units in administration/supervision of ECE/CD, 12 units of ECE/CD or at least two year’s experience in an ECE/CD program.

Physical Characteristics

With or Without the Use of Aids:
- Sufficient vision to read small print.
- Sufficient depth perception to file documents.
- Sufficient hearing to hear normal conversational speech on and off the telephone.
- Ability to speak in voice that can be clearly heard on the telephone and in face-to-face conversations.
- Sufficient dexterity to manipulate small objects, print or write legibly, operate telephone, use computer keyboard, typewriter and other business machines.
- Sufficient physical ability to sit or stand for prolonged periods of time.

REPORTS TO
Director of Child Development Programs

Personnel Approved: 4/15/03
Cabinet Approved: 4/29/03
Board Approved: 6/23/03