



## WESTSIDE CHILDREN'S CENTER

**DEPARTMENT:** Early Education  
**TITLE:** Early Education Coordinator  
**STATUS:** Exempt  
**REPORTS TO:** Associate Director, Early Education  
**REPORTING STAFF:** N/A

### **JOB SUMMARY:**

Under the direction of the Associate Director, Early Education, to coordinate and support staff in the Early Education Program; to manage the licensure of the Child Care Center; to direct, manage, supervise and coordinate the transition of children into and out of child care services; to coordinate and provide services to families by maintaining relationships with other community agencies.

### **ESSENTIAL JOB DUTIES:**

- Provide support for the child development and educational program for the Early Education Program, assuring compliance with licensing, Title 5 & 22 requirements and all other pertinent regulations, policies and procedures.
- Ensure compliance with Title 22 requirements; oversee the application for and renewal of Community Child Care licenses for all Family Child Care sites. Ensure compliance with all other pertinent legislation, regulations, and laws; ensure timely and accurate reporting of data to Federal and State authorities.
- Participate in maintaining all CACFP mandated regulations and requirements.
- Participate in the development of the annual budgets. Provide feedback of educational services budget to ensure that expenditures remain within budget limitations. Prepare specifications for educational services equipment and supplies; order and oversee the distribution of educational materials and supplies.
- Participate in the selection and training of assigned staff. Arrange for substitutes, when needed.
- Develop and implement a process of on-going monitoring, including regular and frequent observations of centers, classrooms, to ensure compliance with requirements and to support achievement of goals and objectives.
- In consultation with appropriate individuals, write the integrated education and early childhood development plan.
- Assist in the implementation of staff and parent training plans to meet accessed and expressed needs for the program.
- Work with district and Regional Center special education programs to integrate children with exceptional needs in accordance with the IEP/IFSP.
- Plan and oversee the implementation of activities to involve parents to the greatest degree possible.
- Develop and oversee the Parent Advisory Council for the CDE Center.
- Coordinate the administration of required screening and assessments of programs and staff. Assure ongoing observation and recording of children's progress.

- Establish and maintain transition procedures into elementary school or other child care settings.
- Meet regularly for supervision. Schedule and/or attend case conferences, parent conferences, case reviews, IEP meetings, staff meetings, parent meetings, in-service, and other meetings and training events.
- Perform other related essential functions, as assigned.
- Comply with all applicable federal, state and county regulations.
- In accordance with our “team” philosophy, the person filling this position may occasionally be required to carry out or assist with other tasks in addition to the duties listed on this job description. Staff must believe in and act in accordance with both the Agency’s and the program’s mission statements.

**SECONDARY DUTIES:**

Perform other duties as assigned

**QUALIFICATIONS:**

1. Bachelor’s Degree in Early Childhood Education or Child Development or 24 units in ECE/CD including core courses, plus 16 general education units, plus 6 administration unit.
2. Three years increasingly responsible experience in an early care and education program including one program year of Site Supervisor.
3. Hold/qualify for a Child Development Site Supervisor Permit.
4. Working knowledge of high quality preschool; California State Child Care Licensing Regulations.
5. Knowledge of Funding Terms and Conditions of CCTR / CSPP/ CFCC and California Community Care Licensing requirements.
6. Ability to plan, organize and oversee high quality early childhood care and education programs.
7. Experience working with diverse groups and populations.
8. Bilingual in English and Spanish required.
9. Class “C” driver’s license and proof of automobile insurance.
10. Access to reliable transportation.
11. All employees, regardless of position, serve as role models for children and adolescents who are served by our agency. Therefore, each employee must at all times be emotionally stable and able to function effectively with children, adolescents and adults who may have mental or behavioral health problems. The staff must be able to demonstrate appropriate daily behavior, appropriate expression of emotions, as well as appropriate role modeling. Hostility, aggression and unnecessary or inappropriate physical actions as well as inappropriate emotional expression is not acceptable.

**PHYSICAL DEMANDS:**

1. 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: While performing the duties of this job, the employee is frequently required to walk, use hands to finger, handle, or feel objects, tools, or controls, and talk or hear. The employee is often required to stand and sit; reach with hands and arms; and stoop, kneel, crouch, or crawl.

2. The employee must occasionally lift and/or move up to 40 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.
3. Employee may occasionally be required to drive a motor vehicle.
4. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

**FOR CONSIDERATION:**

Please submit cover letter and resume