



**CHILD DEVELOPMENT COORDINATOR-  
Bilingual Spanish Desirable**

8 hours/day – 12 months/year

All interested applicants must submit a District application by **Monday, January 2, 2012.**

**REQUIREMENTS FOR CONSIDERATION INCLUDE:**

- Bachelor's degree in Early Childhood Education or elementary education and three years teaching experience in early childhood education setting.
- **Child Development Program Director Permit required.**
- **Copy of Driver's License, First Aid and CPR certificates required.**
- Knowledge of early childhood education programs, operations and procedures as they relate to Head Start.
- Knowledge of administrative procedures and compliance requirements.
- Knowledge of basic accounting and budgeting practices and procedures.
- Knowledge of support resources and initiatives as they relate to Head Start.
- Ability to plan, coordinate and implement the operation of the District's Head Start program.
- Ability to assure program compliance with regulations.
- Ability to train, supervise and evaluate personnel.
- Ability to work flexible hours to conduct home and community visits.

**DUTIES AND RESPONSIBILITIES**

See reverse side for job description.

**SALARY**

**Range 12 on a 2007/08 five-step Classified Management Salary Schedule (\$5,710-\$6,941/mo)**

**APPLICATION PROCEDURE**

All applicants must include with application a copy of Program Director Permit, CPR and First Aid certificates and Driver's License.

- **Current District employees** must submit a **Classified Employee In-District Application** and **résumé** indicating their abilities and experiences relating to the position. Include two (2) letters of recommendation.
- **Outside applicants** must apply on **Ed-Join** via our web site at [www.acsdjobs.org](http://www.acsdjobs.org). Only those applications with all required attachments submitted before the closing date will be taken into consideration.

**INTERVIEWS:** After initial paper screening, qualified applicants will be invited to be interviewed by a panel.

REASONABLE ACCOMODATIONS WILL BE PROVIDED TO ENABLE APPLICANTS WITH PROTECTED DISABILTIES TO PARTICIPATE IN THE EMPLOYMENT SELECTION PROCESS. REQUESTS MUST BE RECEIVED FIVE BUSINESS DAYS BEFORE THE ACCOMMODATIONS ARE NEEDED.

ANAHEIM CITY SCHOOL DISTRICT IS AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER WITH A CONTINUING POLICY TO INSURE THAT FAIR AND EQUAL EMPLOYMENT OPPORTUNITES ARE EXTENDED TO ALL PERSONS WITHOUT REGARD TO ACCTUAL OR PERCEIVED MARITAL STATUS, RACE, ANSCESTRY, RELIGION, COLOR, SEX, NATIONAL ORIGIN, AGE, MEDICAL ONDITION OR DISABLING CONDITION.



## CHILD DEVELOPMENT COORDINATOR

|                        |                                    |
|------------------------|------------------------------------|
| Department/Division:   | Early Childhood Education          |
| Reports To:            | Director Early Childhood Education |
| Provides Direction To: | Head Start Staff                   |
| Classification Status: | Classified Management              |
| Date Prepared:         | October 10, 2011                   |
| Board Adopted:         | October 24, 2011                   |

### GENERAL PURPOSE

Under the direction of the Early Childhood Education Director, coordinate, plan and implement the District's Head Start program; and perform other related duties as assigned.

### ESSENTIAL FUNCTIONS

*The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the class.*

1. Coordinate, implement and serve as a resource to the Head Start program teachers providing an enriched child development experience to the children assigned to the programs.
2. Communicate and collaborate with Early Childhood Education Director, coordinators, principals, teachers, parents, staff and community and actively support the efforts of all to achieve Head Start, Early Childhood Education and District goals.
3. Coordinate program with the school principal and other Early Childhood Education program coordinators.
4. Participate in teamwork that provides planning across grade levels and classrooms of PreK-3<sup>rd</sup> grade, viewing students as one unified learning community.
5. Provide ongoing program evaluation in order to maintain quality systems.
6. Serve as a resource to parents and staff in the day-to-day operation of the programs; coordinate parent meetings and policy committee meetings.
7. Assist the governance body (Head Start Policy Committee) with a voice in administrative and managerial decisions.
8. Provide oversight and supervision of education, social services, parent involvement, health, mental health, and nutrition components for the Head Start program.



9. Identify early learning issues for project planning and program improvement through needs assessment of families.
10. Write and monitor exemplary program standards for the Head Start child development programs; write grants for the Head Start program. Develop and monitor budgets for the Head Start program and participate in grant development and complete fiscal reports.
11. Attend meetings and serve as liaison between Orange County Head Start programs and the Anaheim City School District's Early Childhood Education Department; attend federal Head Start meetings to comply with Federal Performance Standards.
12. Maintain documentation and compliance with the Head Start program regulations and licensing requirements.
13. Facilitate curriculum and assessment according to funding terms and conditions of all funding sources including Head Start Performance Standards and/or the California Preschool Foundations.
14. Compile all policies in pursuit of the mission of the District and funded programs.
15. Supervise, train, monitor, and evaluate the performance of assigned staff; assign and review work and participate in the selection of new personnel as assigned; recommend and participate in disciplinary action as needed.
16. Promote collaboration between Special Education, kindergarten through third grade school providers, define school readiness, develop common mechanisms for measurement, and support the development of well-coordinated transitions from one provider to the other.
17. Build relationships to ensure communication with outside agencies providing early care and education to young children; with parents of young children who have yet to participate in their local school district and with the District's primary teaching staff.
18. Assure compliance with State and Federal laws.
19. Coordinate the use of appropriate and effective techniques for parent involvement including program governance and adult education.
20. Track and evaluate student data and communicate outcomes to staff, parents, district, governing boards and community.
21. Develop relationships with District and Community organizations.

REASONABLE ACCOMODATIONS WILL BE PROVIDED TO ENABLE APPLICANTS WITH PROTECTED DISABILTIES TO PARTICIPATE IN THE EMPLOYMENT SELECTION PROCESS. REQUESTS MUST BE RECEIVED FIVE BUSINESS DAYS BEFORE THE ACCOMMODATIONS ARE NEEDED.

ANAHEIM CITY SCHOOL DISTRICT IS AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER WITH A CONTINUING POLICY TO INSURE THAT FAIR AND EQUAL EMPLOYMENT OPPORTUNITES ARE EXTENDED TO ALL PERSONS WITHOUT REGARD TO ACCTUAL OR PERCEIVED MARITAL STATUS, RACE, ANSCESTRY, RELIGION, COLOR, SEX, NATIONAL ORIGIN, AGE, MEDICAL ONDITION OR DISABLING CONDITION.

## QUALIFICATIONS GUIDELINES

### **Knowledge of:**

Local, State and Federal legislation affecting early childhood education (PreK-3<sup>rd</sup> grade); early childhood education programs, operations and procedures; collective bargaining procedures and practices; administrative procedures and compliance requirements; basic accounting and budgeting practices and procedures; positive interpersonal skills and collaborative working skills; effective communication skills, both oral and written; support resources and initiatives as they relate to early learning; District policies, rules, and regulations; organization, planning, and evaluation strategies, techniques, and procedures; interpersonal skills using tact, patience, and courtesy; organized leadership skills.

### **Ability to:**

Plan, coordinate and implement the District's Early Childhood Education program including Head Start regarding the day to day operations; assure program compliance with regulations; train, supervise, coach, and evaluate personnel; maintain effective communication with parents, staff and outside agencies; communicate effectively both orally and in writing; prepare clear and concise reports; interpret laws, rules and regulations pertaining to early childhood programs; establish and maintain cooperative working relationships with others; maintain program budgets and prepare required reports; gather, analyze, evaluate, and interpret information and data; work flexible hours to conduct community outreach; develop and implement program guidelines.

### **Education/Training/Experience:**

A typical way of obtaining the knowledge, skills and abilities outlined above is a Bachelor's degree in Early Childhood Education or elementary education and three years teaching experience in an early childhood education setting.

### **Licenses/Certificates/Special Requirements:**

Child Development Program Director Permit.  
CPR and First Aid.  
Valid California driver's license.

## PHYSICAL AND MENTAL DEMANDS

*The physical and mental demands 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.*

### **Physical Demands**

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, feel or operate objects, tools, or controls and reach with hands and arms. The employee is required to frequently sit and occasionally walk and stand to access work areas and files; stoop, kneel, or crouch to access or place records or files; lift and carry records and documents, typically weighing less than 20 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.



### **Mental Demands**

While performing the duties of this class, the employee must be able to use written and oral communication skills; read and interpret data, information and documents; interpret policies and procedures; use math and mathematical reasoning; learn and apply new information or new skills; work under deadlines with constant interruptions; interact with District staff, managers, instructors, vendors, and other organizations and the public; occasionally required to deal with staff in conflict situations.

### **WORK ENVIRONMENT**

The employee will work indoor in an office environment. The employee will work in moderate noise levels. The employee travels to a variety of school and off-site facilities for meetings.

REASONABLE ACCOMODATIONS WILL BE PROVIDED TO ENABLE APPLICANTS WITH PROTECTED DISABILTIES TO PARTICIPATE IN THE EMPLOYMENT SELECTION PROCESS. REQUESTS MUST BE RECEIVED FIVE BUSINESS DAYS BEFORE THE ACCOMMODATIONS ARE NEEDED.

ANAHEIM CITY SCHOOL DISTRICT IS AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER WITH A CONTINUING POLICY TO INSURE THAT FAIR AND EQUAL EMPLOYMENT OPPORTUNITES ARE EXTENDED TO ALL PERSONS WITHOUT REGARD TO ACCTUAL OR PERCEIVED MARITAL STATUS, RACE, ANSCESTRY, RELIGION, COLOR, SEX, NATIONAL ORIGIN, AGE, MEDICAL ONDITION OR DISABLING CONDITION.

**CAREER OPPORTUNITES · JOB HOTLINE (714) 517-7507**