



Classification Title: Coordinator

Department: Early Childhood Education Lab School

EEO6 Code: 3

Employee Group: Certificated Permanent or Hourly Employee

Salary Grade: Grade F

Supervision Received From: Dean, Instructional, Social and Behavioral Sciences

Date of Origin: 1999

Supervision Given: Site Supervisor, Master Teacher, Teacher, Associate Teacher, and Assistant Teacher

Last Revision: July 2016

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed by individual positions.

JOB SUMMARY.

Responsible for overall operation of Early Childhood Education (ECE) Lab Schools at the main campus in San Marcos and at the Escondido Center. Maintains staff-child ratios, staffing, state, and licensing requirements. Hires hourly staff and assists with hiring of permanent staff. Develops ECE Lab School staffing plans based on ratio requirements and budget. Arranges substitutes of staff members as needed. Develops and maintains budget. Responsible for all college, state, licensing, and food program reports relevant to assigned areas of responsibility.

DISTINGUISHING CHARACTERISTICS.

1. Receives additional oversight from the Liaison to the ECE Lab School and the Assistant Superintendent/Vice President, Instruction.
2. Leads as assigned at both ECE Lab Schools and is responsible for all parts of the program.

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS.

Essential Functions: Essential responsibilities and duties may include, but are not limited to, the following:

1. Develops, prepares and maintains program philosophy, goals and objectives with employees from the Child Development Department and parent input.
2. In the absence of ECE Lab School staff members, arranges for substitute Site Supervisors, Master Teachers, Teachers, Associate Teachers, Assistant Teachers, short-term employees, and student workers as needed.
3. Develops and maintains a balanced budget for both ECE Lab Schools; submits work orders and purchasing requests and receipts.
4. Follows all policies and procedures set forth in the Agreement Between the Palomar Faculty Federation, CFT/AFT and Palomar Community College District ("PFF Contract") Appendix L; Parent Handbook; and Operational Manual.
5. Maintains up-to-date records on staff, children and/or families.
6. Supervises enrollment of children, gives tours; assists with and completes the enrollment process as needed.
7. Maintains a safe environment for young children.
8. Orients new staff to ECE Lab School policies and procedures.
9. Submits all reports and schedules compliance meetings for the State of California, California Department of Education, Community Care Licensing, and Food Nutrition; submits complete reports on time.
10. Follows and implements all District policies and procedures.
11. Maintain all Community Care Licensing policies and procedures; meets with licensing representatives when needed; submits reports as necessary, maintains current license.

12. Hires, supervises, trains, evaluates, disciplines, and terminates ECE Lab School staff under the guidance and functional direction of the Dean, Liaison to the ECE Lab School, and Human Resources Services and in accordance with Tenure Evaluation and Review Board procedures; provides in-service trainings to staff.
13. Substitutes in the classroom for staff members to maintain child-staff ratios.
14. Develops and implements conflict management and problem-solving strategies with children; assists children in identifying and verbalizing concerns and issues and helps them identify compromises and solutions to those issues.
15. Responsible for organizing and leading ECE Lab School bi-monthly staff meetings and staff in-service training days; attends and participates in regular departmental and District meetings.
16. Updates and implements the PFF Contract, Parent Handbook, and Operational Manual as needed.
17. Develops and implements emergency procedures as required; provides information about emergency procedures and health, safety, and transportation policies to all ECE Lab School staff and parents; plans and assists with monthly fire and other emergency drills.
18. Designs and implements a program for food service according to established nutritional and food handling guidelines; utilizes appropriate food handling procedures; follows all safety precautions to avoid contamination or food spoilage and choke hazards.
19. Submits monthly ECE Lab School reports to the Liaison to the ECE Lab School.
20. Implements and develops the Parent Advisory Council; leads regularly-scheduled meetings.
21. Participates in parent-teacher conferences when requested or necessary.
22. Assists children with hygiene procedures as necessary; follows universal health precautions; follows a written plan for dealing with blood or bodily fluid spills; ensures that Assistant Teachers understand and follow as well.
23. Maintains accepted standards of cleanliness and sanitation of program facilities.
24. Follows procedures for child abuse reporting as mandated by law.
25. Plans, organizes, and participates in ECE Lab School events and functions including, but not limited, to orientation, open house, end of the year party, and parent breakfast.
26. Invites and encourages family participation in children's activities; provides information about community resources to parents and staff including health, social services, mental health, developmental, and family support services.
27. Maintains professional program accreditation for the ECE Lab School.
28. Provides referrals to community agencies for children and families as necessary.
29. Serves on various District committees.
30. Maintains annual professional development requirements of at least 105 hours for five-year renewal of the California Child Development Permit.

Marginal Functions:

1. Maintain inventory of supplies, order food, and other supplies as needed.
2. Perform related duties and responsibilities as required.

QUALIFICATIONS.

Experience and Education/Training Guidelines: Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

1. Required: Two years of experience teaching in a childcare setting and four years of supervising adults in a childcare setting.
2. Preferred: At least two years of working in a California state-funded childcare setting.

Education/Training:

1. Required: A bachelor's degree from an accredited college or university in Early Childhood Education, Child Development, or a related field with at least 24 units of ECE or Child Development, including child growth and development, child, family and community, at least one program/curriculum class, six administration units, and two adult supervision units.

2. Preferred: A master's degree from an accredited college or university in Early Childhood Education or Child Development.

Licenses/Certificates:

1. Possession of, or ability to obtain, a Child Development Director Permit.
2. Possession of, or ability to obtain, a valid, appropriate pediatric cardiopulmonary resuscitation (C.P.R.) certificate.
3. Possession of, or ability to obtain, a valid, appropriate first aid certificate.

Knowledge of:

1. Principles and practices of supervision of childcare programs.
2. Ages and stages of child development and the developmental assessment process.
3. Proper English usage, spelling, grammar, and punctuation.
4. Principles and procedures of recordkeeping, including budget development and planning.
5. Principles and practices of report preparation.
6. Modern office procedures, methods, and equipment including computers and applicable software programs.
7. Pertinent federal, state and local codes, laws and regulations, including child development center licensing and applicable sections of Title 5 and Title 22 of the California Code of Regulations.
8. Health and safety regulations applicable to assigned areas of responsibility.
9. Most current versions of Desired Results (DRDP), Infant/Toddler Environmental Rating Scale (ITERS), Early Childhood Environmental Rating Scale (ECERS), and other relevant state-mandated requirements.
10. Principles and procedures of emergency first aid and C.P.R.

Skill in:

1. Maintaining confidentiality of child/family conversations, records, and reports.
2. Maintaining supervision of staff, families, and children in a childcare center.
3. Maintaining a developmentally appropriate environment for children.
4. Preparing, maintaining and completing in a timely manner clear and concise reports and documentation
5. Interpersonal communications and; negotiation and conflict resolution skills.
6. Communicating clearly and concisely, both verbally and in writing.
7. Establishing and maintaining effective working relationships with those contacted in the course of work.
8. Recognizing children's needs and child behaviors that indicate emotional stress.
9. Applying the current Desired Results Developmental Profile (DRDP).
10. Applying the current Infant/Toddler Environmental Rating Scale (ITERS) and/or Early Childhood Environmental Rating Scale (ECERS).
11. Maintaining physical condition appropriate to the performance of assigned duties and responsibilities.
12. Operating modern office equipment including computers and applicable software programs.
13. Administering first aid and/or C.P.R. to children as needed.

WORKING CONDITIONS.

Environmental Conditions: Typical office conditions; exposure to computer screens; indoor classroom and outdoor yard spaces with young children 18 months to five years old; kitchen areas: exposure to bodily fluids and odors, potential exposure to childhood communicable diseases, hazardous chemicals, and stressful child/classroom and adult situations, including, but not limited, to children crying, yelling, and screaming; contact with children, other staff, and college students on a daily basis.

Physical Conditions: Essential and marginal functions require maintaining physical condition necessary for sitting at a computer workstation for extended periods of time; extensive use of a keyboard and mouse, standing, walking, bending, squatting, kneeling, sitting on the floor and in child-sized chairs when substituting in a classroom; occasional running;

moderate lifting of food, children, supplies, and materials; moving equipment and furniture (child-sized); visual and auditory acuity to supervise young children in a classroom and yard setting.

TERMS OF EMPLOYMENT.

All positions within this classification are specially-funded, and the duration of any position in this classification is dependent upon the continuation of funding. Successful hire is contingent upon completion of a criminal background check, a negative tuberculosis (TB) test and required immunizations for pertussis and measles. Influenza immunization is optional.