



Job Description
Equal Employment Opportunity

PROGRAM COORDINATOR II: P-3 EDUCATION

DEPARTMENT/PROGRAM: Early Childhood Education	CLASSIFICATION: Certificated Management
DIVISION: Educational Services	SALARY SCHEDULE: Management
REPORTS TO: Director, Early Childhood Education	SALARY RANGE: 114
APPROVAL DATE: 5/15/2024	WORK YEAR: 215
REVISION DATE:	FLSA: Exempt

PURPOSE STATEMENT:

Under the direction of the Director of Early Childhood Education the incumbent(s) in this job perform work that assists Yolo County Office of Education in achieving its mission to provide inspiration, leadership, support, and advocacy that ensure equity and access to high-quality education for all students. The job of Program Coordinator II: P-3 Education supports the successful implementation of Universal Prekindergarten as well as the horizontal and vertical alignment of systems to improve the coordination of policies and practices for preschool through grade three. The Program Coordinator II - P-3 Education will plan, organize, coordinate, and implement activities, educational services, and support functions coordinating countywide efforts for Transitional Kindergarten implementation and will provide in the areas of curriculum, assessment, workforce development, and professional learning.

ESSENTIAL FUNCTIONS, DUTIES, AND TASKS:

The following list of functions, duties, and tasks is typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform other closely related or department-specific functions, duties, and tasks from those set forth below to address business needs and changing business practices.

- Acts as liaison with school site and district administration in the development and implementation of P-3 aligned systems and practices.
- Acts as liaison with institutes of higher education to ensure the provision of education and credential pathways to candidates.
- Assists LEAs in the identification and use of P-3 aligned assessment systems, the use of regular formative assessment to guide instruction and use of observational assessment.

- Coordinates communications, information, and resources to meet district needs and to enhance learning; develops and implements subject area and program services, activities, goals, objectives, plans, strategies, systems, standards, projects, processes, and procedures.
- Coordinates with institutes of higher education, other county office programs, and community partners around P-3 education.
- Manages assigned local, state, and federal programs (including grants) and ensures compliance with local, state, and federal guidelines.
- Monitors the collaborative efforts of various UPK/P-3 projects and works closely with educational partners and staff to ensure implementation is well-planned, well-communicated, data collection is accurate and evaluative measures are met.
- Participates in the Differentiated Assistance process as part of the COE team.
- Plans, organizes, coordinates, and implements the operations, activities, educational services, and support functions for the implementation of Transitional Kindergarten; monitors, evaluates and adjusts activities in response to LEA needs, assisting with assuring related activities comply with established standards, requirements, laws, codes, regulations, policies, and procedures.
- Provides consultation and technical assistance to LEAs with grant writing; responds to inquiries and provides detailed and technical information concerning related standards, requirements, principles, practices, techniques, laws, codes, regulations, initiatives, policies, and procedures; assures smooth and efficient delivery of services.
- Provides professional development, coaching and implementation support for educators around multiple topics including culturally responsive instruction, supporting dual language learners (DLL), enhancing social-emotional learning, implementing trauma-informed and restorative practices, inclusive practices for students with disabilities, mitigating implicit biases to eliminate exclusionary discipline, and P-3 alignment and coherence.
- Provides technical assistance and implementation support to LEAs for P-3 programs including the following: Preschool, Transitional Kindergarten, and grades K-3.
- Supports districts in the identification, selection, and implementation of P-3 curriculum.
- Supports districts in the process of collecting assessment data to inform reporting and instructional decisions.
- Supports LEAs to achieve goals and priorities stated in their LCAPs, UPK plans, Expanded Learning plans, and other related plans.
- Supports programs to increase the number of credentialed teachers meeting the transitional kindergarten (TK) teaching requirements and increase the competencies of California State Preschool Program (CSPP), TK, and kindergarten teachers.

OTHER DUTIES:

- Performs other related duties as assigned for ensuring the efficient and effective functioning of the work unit and the County, including various mandatory County trainings.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of:

- Compose a variety of documents.
- Community resources, and issues relating to at-risk youth.
- Concepts of grammar and punctuation.
- District policies and procedures.
- Facilitate group discussions; and solve practical problems.
- Grant administration.
- Perform basic math, including calculations using fractions, percents, and/or ratios; read technical information.
- Specific skill-based competencies required to satisfactorily perform the functions of the job.

Skills and Abilities to:

- Ability is also required to work with a significant diversity of individuals and/or groups.
- Adapting to changing work priorities.
- Building collaborative relationships.
- Communicating with diverse groups.
- Flexibility is required to independently work with others in a wide variety of circumstances.
- Gather, collate, and/or classify data.
- Independent problem solving is required to analyze issues and create action plans.
- Planning and managing projects.
- Preparing and maintaining accurate records.
- Problem solving with data requires analysis based on organizational objectives.
- Problem solving with equipment is limited.
- Operate equipment using defined methods.
- Operating standard office equipment including pertinent software applications.
- Setting priorities.
- Schedule a significant number of activities, meetings, and/or events.
- Specific ability-based competencies required to satisfactorily perform the functions of the job include.
- Technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions.
- Use basic, job-related equipment.
- Work with data utilizing defined but different processes.
- Working with constant interruptions.

JOB QUALIFICATIONS / REQUIREMENTS:

EDUCATION AND EXPERIENCE:

Bachelor's degree in job-related area. Job-related experience within a specialized field is required.

EQUIVALENCY:

Not applicable.

LICENSE/CERTIFICATIONS:

- Valid, current California Driver's License
- Evidence of Insurability
- Valid, current Elementary School Credential

OTHER EMPLOYMENT REQUIREMENTS:

- Criminal Justice Fingerprint /Background check
- Tuberculosis negative test result and subsequent renewals

WORK ENVIRONMENT / PHYSICAL DEMANDS:

(Must be performed with or without reasonable accommodations)

- The job is performed in a generally hazard-free environment and in a clean atmosphere.
- Occasional lifting, carrying, pushing, and/or pulling.
- Some stooping, kneeling, crouching, and/or crawling.
- Significant fine finger dexterity.
- 70% sitting, 15% walking, and 15% standing.