

JOB DESCRIPTION
January 2022

Placer County Office of Education
360 Nevada Street
Auburn, CA 95603

COORDINATOR, P-3 EDUCATION

General Purpose:

The Coordinator, P-3 Education is responsible to the County Superintendent and works to support horizontal and vertical alignment across grades and systems to improve coordination of policies and practices preschool through third grade. The Coordinator, P-3 Education provides leadership to Placer County local education agencies (LEAs) in the areas of curriculum, assessment, workforce development and professional learning. This is a certificated management position.

Essential Functions and Responsibilities include the following. Other duties may be assigned as required:

- 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.
- Supports districts in the identification, selection and implementation of P-3 curriculum.
- Provides professional development, coaching and implementation support for serving children with disabilities in inclusive settings including Universal Design for Learning.
- Designs professional development activities for educators from Placer County LEAs and surrounding counties in P-3 alignment and coherence.
- Provides technical assistance and implementation support to LEAs for P-3 programs including Universal Prekindergarten.
- Manages assigned local, state and federal programs (including grants) and ensures compliance with local, state and federal guidelines.
- Supports LEAs to achieve goals and priorities stated in their Universal Prekindergarten Plan.
- Facilitates Placer County Transitional Kindergarten Network and Curriculum Network.
- Coordinates with institutes of higher education, other county office programs, and community partners around P-3 education.
- 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 provide education and credential pathways to candidates.
- Monitors the collaborative efforts of the project and works closely with educational partners and staff to ensure implementation is smooth, data collection is accurate and evaluative measures are met.
- Develops recruitment and retention efforts for a diverse pipeline of qualified and effective P-3 educators and support them with high-quality professional learning opportunities.
- Develops and implements planned sequences of coursework and job-embedded experiences to support P-3 workforce development.
- Designs, develops and supports programs within the Leadership and Learning Collaborative, including but not limited to, intern credential programs, preliminary credential programs, and induction programs.
- Designs, develops and 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.

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- Supports teachers in providing instruction in inclusive classrooms, providing culturally-responsive instruction, supporting dual language learners (DLL), enhancing social-emotional learning, implementing trauma-informed and restorative practices, and mitigating implicit biases to eliminate exclusionary discipline.
- Performs related duties as assigned.

Minimum Qualifications:

Employment Eligibility:

- Successful candidate must provide proof of employment eligibility and verification of legal right to work in the United States in compliance with the Immigration Reform and Control Act.

Education:

- A Bachelor's degree.
- A Master's degree is preferred.
- Minimum of 12 units in Early Childhood Education.

Experience:

- Experience working as part of a collaborative team.
- Experience working in P-3 education.
- Experience supporting implementation of P-3 instructional programs.

Knowledge, Skills and Abilities:

- Knowledge of California's K-12 content standards and expectations for student development and proficiency.
- Knowledge of culturally and linguistically responsive practices.
- Knowledge of California Preschool Learning Foundations and the California Preschool Curriculum Frameworks.
- Thorough working knowledge of effective professional development practices, program design and implementation, effective developmental and instructional strategies/techniques.
- Skills and ability to analyze data, evaluate program needs, and plan, organize and implement goals.
- Skills and ability to communicate effectively with schools, outside agencies, parents, students and the public.

Required Testing:

- None

Certificates & Licenses:

- Must possess a valid California teaching credential based upon a Bachelor's degree.
- Must possess a valid California Administrative Services Credential.
- Must possess a valid California driver's license issued by the State Department of Motor Vehicles.
- A Child Development Permit is preferred.

Clearances:

- Criminal Justice Fingerprint Clearance
- TB Clearance

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Work Environment:

- Work is performed in an office or school environment, and involves contact with staff, representatives of other agencies, and the community. Some travel is required.

Physical Requirements:

- The usual and customary methods of performing the job's functions requires the following physical demands: occasional lifting, carrying, pushing and/or pulling; some climbing and balancing, some stooping, kneeling, crouching; reaching, handling, fingering and/or feeling.
- Manual dexterity to operate a telephone and enter data into a computer.
- Facility to sit at a desk, conference table or in meetings of various configurations for extended periods of time with or without reasonable accommodation.
- Facility to see and read, with or without visual aids, laws and codes, rules, policies and other printed matter, and computer screens and printouts with or without reasonable accommodation.
- Facility to hear and understand speech at normal room levels and to hear and understand speech on the telephone with or without reasonable accommodation.
- Facility to speak in audible tones so that others may understand clearly in normal conversations, in training sessions, and other meetings with or without reasonable accommodation.
- When applicable, facility to determine and differentiate colors with or without reasonable accommodation.
- When applicable, facility to drive an automobile or to arrange a consistent method of transportation.

Note: This list of essential functions and physical requirements is not exhaustive and may be supplemented as necessary.

FLSA Status: Exempt

Employee Group: Certificated Management

Salary Grade: Level 10

Reviewed and Approved:

Superintendent:  Date: 1/7/2022

Human Resources:  Date: 1/5/2022