

Farmersville Unified School District

JOB TITLE: Early Childhood Coordinator

JOB DESCRIPTION

Definition

Under the general supervision of the Alternative Education Principal, Save the Children, funded through the First Five Initiative of Tulare County, is promoting a program called, "Early Steps to School Success". The goal is to provide early childhood education services to pregnant women and children birth to five years of age, education services to their parents, and ongoing staff training to the community early childhood educators.

Essential Job Functions

- Recruit pregnant families and children ages birth to five into the program.
- Develop and schedule the program activities, including home visiting, parent/child groups, toddler play groups, transition to school activities, and other programmatic activities. Provide regular home visits to families (twice monthly) using a **Save The Children** approved home visiting curriculum.
- Organize and conduct regular (minimum of one per month) parent/child groups, in the elementary school when possible and feasible.
- Conduct child screenings and make referrals to community providers for follow-up assessment as needed.
- Coordinate with **Save The Children** staff, program partners, local schools and other community agencies in implementing *Early Steps*.
- Participate in training and technical assistance activities including **Save The Children** sponsored group trainings, technical assistance site visits, monthly audio conference calls and web based resource sharing and training activities.
- Participate in the evaluation of *Early Steps*, including data collection, interviewing and videotaping activities.
- Must be able to work flexible hours

Education Required

- High school diploma or the equivalent
- Associate degree in related field, Bachelor's degree, or equivalent experience.

Experience Required

- Experience working with pregnant women, children ages birth to five, and families in rural areas
- Home visiting experience
- Experience leading parent groups
- Demonstrated early childhood knowledge, including infant/toddler knowledge

Qualifications

- Highly motivated, flexible and non-judgmental individual who is eager to learn.
- Ability to read, write, and speak Spanish and English; able to communicate effectively with students and adults of various cultural backgrounds
- Energetic and creative
- Able to work independently
- Available and reliable vehicle for visiting families (mileage reimbursed)
- Competency with computers including previous experience with Windows programs and use of the Internet.
- Willingness to travel regionally and nationally for training
- Willingness to collect data and participate in the program evaluation
- Ability to apply computer skills as necessary, including, but not limited to, word processing, spreadsheet
- Ability to keep and maintain accurate records, meet deadlines

Physical:

Ability to stand for extended periods of time; ability to stand and circulate for extended periods of time; may require the ability to ascend and descend steps; ability to see and read, with or without vision aids; ability to hear and understand speech at normal levels; ability to communicate so others will clearly understand normal conversation; ability to bend and twist, kneel and stoop; ability to push/pull up to 20 pounds on a regular basis and lift/carry up to 20 pounds occasionally; Ability to reach in all directions; physical dexterity in limbs and digits to operate keyboards and equipment.

Other Requirements:

Applicants selected for employment will be required to submit fingerprint clearance, negative TB test at their own expense and a Valid California Driver's License.

CSEA Approved: November 26, 2008 By R. Navarro

Board Approved: December 9, 2008