



SAN MATEO  
COUNTY  
OFFICE OF  
EDUCATION

Anne E. Campbell • County Superintendent of Schools

# POSITION ANNOUNCEMENT

**Date Posted:** July 7, 2016

**Classification:** **COORDINATOR, EARLY LEARNING QUALITY IMPROVEMENT INITIATIVES**  
(*Pending Personnel Commission approval*) Open recruitment

**Work Schedule:** 8 hours per day (8:00AM – 5:00PM); 5 days per week (Monday – Friday); 12 months per year

<b>Salary Range:</b>	<u>Step A</u>	<u>Step B</u>	<u>Step C</u>	<u>Step D</u>	<u>Step E</u>
<b>(monthly)</b>	starting	6 mos	18 mos	30 mos	42 mos
	\$8,252	\$8,726	\$9,228	\$9,758	\$10,320

**Benefits:** Total Compensation Package: Placement on salary schedule. If a medical plan is selected, the employee will receive a contribution of \$875.00/month toward the selected medical plan (through CalPERS), Delta Dental, and Life Insurance. The employee pays the balance of their health premiums from their gross earnings on a pre-tax basis. If a medical plan is not selected, employees will receive a contribution of \$275.00/month toward single coverage for Delta Dental, and Life Insurance. A vision plan (VSP) is also available. Employees pay the worker contribution to the Public Employees Retirement System (PERS).

**Current Vacancy:** Instructional Services Division; Early Learning Support Services Department;  
101 Twin Dolphin Drive; Redwood City, CA 94065

**Application Deadline:** **Friday, August 12, 2016** (*application and supplemental application must be received online, or in the Personnel Office by 5:00PM*)

**Job Summary:** Under the direction of the Director of Early Learning Support Services (ELSS), plan, organize, and direct quality improvement and inclusion initiative operations and activities; provide leadership and coordinate communications, meetings, budgets, grants, reporting functions, data collection, evaluation, and information; coordinate efforts with implementation of the San Mateo Quality Rating and Improvement System (QRIS) and other initiatives such as The Big Lift; work closely with program staff, schools, and community partners in project planning, implementation, and evaluation; Serve as a technical resource and liaison concerning early learning quality improvement and initiatives to expand access for children with special needs to high-quality early learning programs; ensure quality early learning services for all children by implementing project objectives that promote significant improvement in school readiness and achievement of children of color, children living in poverty, and English learners; ensure quality initiatives support the goal of increasing 3<sup>rd</sup> grade reading proficiency to 80% in target communities.

**Essential Job Functions:**

- Implement project objectives that promote significant improvement in school readiness and achievement of children of color, children living in poverty, and English learners
- Coordinate activities designed to support families' ability to access appropriate early learning experiences for their children with special needs, and enhancement of the capacity of early learning settings to provide inclusive quality environments
- Coordinate, develop, implement, and conduct professional development training and various supports related to elements of the QRIS, and early childhood quality improvement and inclusion initiatives
- Work with the ELSS Director in managing initiatives, including budget development, compliance monitoring, and data and fiscal reporting
- Plan, organize and coordinate the timely and effective implementation of initiative's operations and activities, including services provided by subcontractors
- Work with staff and partner agencies to implement and refine initiative goals and objectives; coordinate the development of policies, procedures, and plans for human and resource allocations

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**COORDINATOR, EARLY LEARNING QUALITY IMPROVEMENT INITIATIVES**

**DEADLINE: AUGUST 12, 2016**

- Under the supervision of ELSS Director, develop subcontract documents and serve as lead for subcontractor and consultant agreements needed to implement initiatives
- Provide leadership, coordinate and facilitate communications, meetings, reporting functions, partnerships, and information
- Provide consultation and technical assistance to subcontractors, administrators, and personnel and outside agencies; respond to inquiries, assure proper and timely resolution of issues or concerns related to initiatives
- Research information and prepare project funding proposals; develop, write, and review agreements with outside service providers; participate in contract monitoring procedures and ensure subcontractor compliance with project policies and procedures
- Prepare and maintain a variety of records, reports, and files related to financial activity, budgets, grants, contracts, meetings, and assigned duties; assure mandated reports are submitted to appropriate administrator, funding agency, or governmental organizations in accordance with established time lines and requirements
- Establish, develop, and maintain partnerships with community resources and outside agencies to facilitate and enhance support for quality improvement and inclusion initiatives and related goals and objectives
- Plan, schedule, coordinate, and arrange meetings according to established time lines and requirements; prepare and develop meeting agendas; assure proper recording of meeting minutes; attend and participate in meetings related to quality improvement and inclusion initiatives; present materials, data, research, and information related to needs, issues, operations, and activities
- In coordination with the ELSS Director develop and prepare annual preliminary budgets for quality improvement and inclusion initiatives and related functions; analyze and review budgetary and financial data; control and authorize expenditures in accordance with established limitations
- Monitor the quality of programs participating in quality improvement initiatives to assure compliance with established standards, protocols, requirements, and contract specifications; visit participating sites to observe classroom activities, confer with assigned consultants and staff, provide technical support, review documentation, prepare ratings, and assure child development needs are being met; identify and assure proper and timely resolution of compliance issues
- Develop, implement, and conduct training, professional development, and public information activities connected with the various quality improvement and inclusion initiatives; prepare and deliver oral and written presentations, using variety of media, to explain related principles, theories, standards, guidelines, requirements, practices, procedures, and techniques
- Maintain current knowledge of educational methods, research, practices, and standards related to quality early childhood education and related laws, codes, regulations, policies, and procedures; modify services to assure compliance with standards and requirements as needed
- Participate in a variety of community outreach activities to facilitate and enhance community awareness of, and participation in, quality improvement and inclusion initiatives; prepare and distribute a variety of promotional and informational materials
- Act as project liaison within the community representing the County Office of Education
- Supervise and evaluate the performance of assigned personnel; interview and select employees and recommend transfers, reassignment, termination, and disciplinary actions; coordinate subordinate work assignments and review work to assure compliance with established standards, requirements, and procedures
- Operate a variety of office equipment including a copier, fax machine, computer and assigned software; drive a vehicle to conduct work



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**Qualifications:**

Any combination of education and experience providing the job knowledge, skills, and ability for successful job performance will be considered for positions in this classification. Typical qualifications would be equivalent to:

**EDUCATION:** Bachelor's degree in Child or Human Development, Early Childhood Education or Early Childhood Education Special Education, Social Sciences, or a related field. Master's degree preferred

**EXPERIENCE:** Four (4) years of increasingly responsible experience in a public or private organization or community development agency serving at-risk families with young children including the responsibility of program coordination, fiscal oversight, planning and/or evaluation

**LICENSE:** Possession of/or ability to attain a valid California Driver's License

**Specialized Skills  
and Knowledge:**

- Ability to develop and sustain collaborative partnerships that support equitable, high-quality care and education for children, birth through grade 3, and their families
- Ability to demonstrate strong skills and expertise in project management and administration; program planning, budget development, and monitoring, fiscal accountability; compliance monitoring; project reporting, record keeping
- Knowledge of the early learning and child care landscape in California, including licensing requirements, funding streams, state and federal subsidy programs, and existing quality improvement systems and programs; familiarity with San Mateo County early learning programs and initiatives
- Knowledge of early learning inclusive practices, programs and tools to enhance the inclusion of children with special needs and disabilities in early learning settings
- Knowledge of preschool to 3<sup>rd</sup> grade (P-3) alignment models and strategies, including CA Transitional Kindergarten, and the alignment of Preschool Learning Foundations with Common Core
- Knowledge of tools for measurement of early learning program quality and professional development required by the CA State Department of Education [e.g. Environmental Rating Scales (ERS); CLASS] and the CA Quality Rating and Improvement System (QRIS)
- Knowledge of methods of child developmental screening, observation and assessment including the CA Department of Education's Desired Results Developmental Profile System; knowledge of the CA Preschool Learning Foundations and Curriculum Frameworks
- Familiarity with QRIS practice and research, assessment protocols and rating, including California Quality Rating and Improvement System (QRIS) frameworks
- An understanding and commitment to educational equity and an ability to work with persons from diverse backgrounds including children and families, and provide support for dual language learners
- Experience providing effective consultation, coaching and technical assistance to early learning programs, subcontractors, administrators, personnel, and outside agencies
- Excellent communication and interpersonal skills; demonstrated ability to lead, coordinate and facilitate communications, decision-making processes, meetings, and information sharing in multi-partner collective impact settings
- Ability to develop scopes of work to meet initiative goals and objectives; establish service activity timelines and measureable outcomes; establish partnerships with community agencies to support attainment of goals and objectives
- Ability to perform effective staff supervision and development; performance evaluations
- Strong abilities in Excel, data representation and spreadsheets
- Ability to research evaluation and ECE practice literature and apply findings to work

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**Specialized Skills  
and Knowledge:  
(continued)**

- Proficiency in Microsoft Office Suite for Mac, use of the Internet for research
- Knowledge and experience with data systems, data collection, analysis and reporting
- Ability to communicate effectively orally and in writing to staff, partners and the public
- Ability to navigate differences of opinion and resolve conflicts effectively
- Respond to inquiries and assure proper and timely resolution of issues or concerns related to initiatives

**Physical  
Requirements:**

Applicants must possess the physical abilities outlined below with or without accommodation. San Mateo County Office of Education will consider reasonable accommodation requests.

- Dexterity of hands and fingers to operate a computer keyboard
- Hearing and speaking to exchange information in person and on the telephone
- Seeing to read a variety of materials
- Sitting or standing for extended periods of time

**Application  
Procedure:**

Please apply online at [www.smcoe.org](http://www.smcoe.org). Click on the ***Employees & Employment*** heading. In the new window, scroll down to ***Jobs at SMCOE*** and click on ***Classified Employees***. Then click on the ***Job Openings on CalOpps*** link. This will take you to our page at the ***CalOpps*** website ([www.calopps.org](http://www.calopps.org)) where you may complete the application process. The application process may also be completed at the San Mateo County Office of Education, 101 Twin Dolphin Drive in Redwood City. Or call (650) 802-5366 to request an application packet.

**Examination  
Process:**

The examination process for this classification will consist of:

1. A scored rating by a screening panel of application materials, including supplemental questionnaire, for education, training, experience, completeness, and accuracy
2. An oral board examination (*anticipated date- August 25, 2016*)

Only the highest qualified candidates will be invited to attend the examinations.

Personnel Commission  
101 Twin Dolphin Drive  
Redwood City, CA 94065

650-802-5300  
[classifiedjobs@smcoe.org](mailto:classifiedjobs@smcoe.org)  
<http://www.smcoe.org/employees-and-employment/personnel-commission>

*Proof of citizenship or legal status will be required upon offer of employment.*

San Mateo County Office of Education provides equal employment opportunity to all qualified persons. The recruitment, testing, and hiring of all personnel will be without regard to race, ancestry, national origin, age, color, creed, religion, sex, gender identity or expression, sexual orientation, marriage status, medical condition, physical or mental disability, genetic characteristics, or veteran status.