

TITLE: COORDINATOR OF FAMILY SERVICES

QUALIFICATIONS

Knowledge of

1. Federal, state, and local laws, codes, and statutes related to pre-school, school-age child care and parent/family education programs.
2. Modern management, child care and parent education policies, practices, and procedures.
3. General concepts of life span human development including but not limited to: child growth/development, human development, family relations, child behavioral characteristics, positive parent/child relationships, childcare administration, pre-school/school-age child care curriculum, and exemplary community-wide parenting projects.
4. Appropriate techniques used in positively influencing and motivating children.
5. Competency and skills involving interpersonal/group dynamics, conflict resolution, and appropriate positive customer and community relations.
6. Principles of supervision and training of preschool/school-age child care workers and parent/family education facilitators.
7. Classified Bargaining Unit contract and negotiation techniques.
8. District organization, operations, policies, and objectives.
9. Interpersonal skills using tact, patience, and courtesy.
10. Budget preparation and control.
11. Effective public speaking techniques.
12. Oral and written communication skills.
13. Operation of pre-school/ school-age child care and parent/family education programs.
14. Strong skills in English usage, writing, and math.
15. Written and/or spoken Spanish language desired.
16. Safety rules and regulations for this position.
17. Grant research, writing and administration techniques.

Ability to

1. Supervise the preschool/child care and parent/family education programs of the District as established by the Board of Education and State of California.
2. Participate in the development of policies and procedures for the preschool/child care and parent/family education program.
3. Develop and review the preparation of the annual budget for the preschool/child care and parent/family education department.
4. Interpret and apply provisions of State Education Code and various regulatory agencies.
5. Assemble and analyze data and make appropriate recommendations and reports as required.
6. Implement current, researched based trends that positively effect the preschool/child care and parent/family education programs.
7. Organize a wide range of preschool/child care and parent/family education activities.
8. Initiate new and innovative programs in preschool, school age child care, middle school after school care, and parent/family education.

Ability to (continued)

9. Exercise confidentiality, independent judgement, and problem-solving skills related to specific areas of responsibility.
10. Maintain, record, and prepare accurate financial records, records of inventory, child participation in preschool or childcare programs, and adult participation in parent /family education programs.
11. Select, supervise, train, and evaluate assigned staff.
12. Read, interpret, apply and explain rules, regulations, policies and procedures.
13. Operate office machines and equipment including a telephone, typewriter, copier, personal computer and calculator proficiently.
14. Receive and give information over the telephone or in person in a courteous manner.
15. Coordinate, develop and/or conduct workshops and training seminars.
16. Meet schedules and timelines.
17. Efficiently and effectively plan and organize work.
18. Prepare narrative and statistical reports as required.
19. Be a productive and active team member.
20. Work both collaboratively and independently.
21. Analyze situations accurately and adopt an effective course of action.
22. Effectively plan for and deal with change.
23. Present and maintain a pleasant appearance and demeanor.
24. Perform the job functions in the job description.
25. Effectively and efficiently supervise a variety of personalities with a minimum of disruption.
26. Understand and carry out verbal and written instructions, policies, and procedures.
27. Work successfully with diverse groups of people.
28. Communicate effectively both in both oral and written forms.
29. Handle all matters in a tactful, courteous, and confidential manner so as to maintain and/or establish good public relations.
Establish and maintain cooperative work relationships with those contacted in the performance of required duties.

Training and Experience

1. Education equivalent to BA or BS Degree; including successful completion of twelve (12) or more Early Childhood Education units; six (6) Early Childhood Education Management and Supervision units; three (3) units on School-Age Curriculum; and twelve (12) units in parent education and family relations.
2. Planning and implementing programs involving preschool, elementary and middle school-age children.
3. Planning and implementing programs involving parent and family relations and education.
4. Two (2) or more years of successful experience in similar or related setting preferred.
5. Current First Aid Certificate and Cardio Pulmonary Resuscitation (CPR) certification.
6. Good work history and attendance.

REPORTS TO: Assistant Superintendent of Business Services

JOB GOAL: To efficiently and effectively develop, implement, and supervise the daily operation of the pre-school and school-age child care programs including: accounting, health and safety of children, program development and implementation, classroom management, staff relations, and customer relations. To efficiently and effectively supervise the development, implementation and daily operation of parent/family education programs.

ESSENTIAL FUNCTIONS

1. Develops, implements, and supervises the preschool and school-age child care programs following established procedures, practices, and methods to ensure adherence to laws, regulations, and policies.
2. Develops, implements, and supervises parent/family education program and activities following established methods and practices.
3. Maintains high standards for preschool and school-age child care programs with emphasis on appropriate child development principles and practices.
4. Maintains high standards for parent/family education programs with emphasis on appropriate human and family development principles and practices.
5. Demonstrates and suggests appropriate methods of child discipline and motivation.
6. Selects and plans appropriate and effective children's activities and equipment.
7. Assumes responsibility for the quality of preschool and school-age childcare program with the use of standardized age/development appropriate practices.
8. Assumes responsibility for the quality of parent/family education programs utilizing researched appropriate parenting and family relation practices.
9. Participates in the selection, assignment, and evaluation of preschool and school-age child care and parent/family education personnel; developing and implementing established duties and work schedules for employees.
10. Provides on-the-job training and instruction of personnel to develop maximum efficiency, effectiveness, and safety.
11. Maintains high standards of sanitation, safety, and programming. Work for harmonious relationships with school personnel, parents, child care staff, parent/family education facilitators and children.
12. Supervises the maintenance of records of children attendance, supplies, and equipment; providing necessary information for financial accounting, including supply and equipment inventory.
13. Checks various operational reports for completeness and accuracy.
14. Assists in establishing budget for parent/family education, preschool and school-age child care program and monitoring the operation to assure adherence.
15. Serves as a resource person for child care personnel, Parent Center staff, and parent/family education facilitators in coordinating program curriculum.
16. Supervise the development and implementation and participates in workshops, in-service training, seminars and conferences; District in-service training as required.
17. Assumes responsibility for the security of revenue until turned over to proper authorities.
18. Supervises the development, implementation and daily operation of, preschool and school-age childcare activities.

ESSENTIAL FUNCTIONS (continued)

19. Inspects preschool and school-age childcare sites regularly for appropriate activities and procedures.
20. Assumes responsibility for checking of all equipment, indoor and outdoor, is in a safe, working condition, and notifies appropriate authority when repairs or replacements are needed.
21. Supervises the compilation and maintenance of Parent Center resource library parent education materials, including books, audio/video tapes and pamphlets.
22. Coordinates and/or conducts training seminars for parents in methods to assist children with homework, child development, child health, prevention of child abuse, discipline, conflict resolution and other related issues.
23. Serves as a resource to parents with respect to parent/family education.
24. Supervises Parent Center Assistant in providing child care and preschool activities for children of Parent Center participating parents.
25. Provides liaison to various civic, community, social, health and counseling service entities.
26. Develops and implements a plan for soliciting community and corporate support for Parent Center programs through activities that include, but not limited to grant writing and fund raising.
27. Knows and understands the Mission and Core Values of the district.
28. Performs other related duties as assigned.

OTHER FUNCTIONS

1. Recommends selection of additional preschool and school-age child care equipment.

PHYSICAL ABILITIES

1. Visual ability to read handwritten or typed documents and the display screen of various office equipment and machines.
2. Able to conduct verbal conversation in English or other designated language.
3. Able to hear normal range verbal conversation (approximately 60 decibels.)
4. Able to sit, stand, stoop, kneel, bend, and walk.
5. Able to sit for sustained periods of time.
6. Able to climb slopes, stairs, steps, ramps, and ladders.
7. Able to lift up to ten (10) pounds frequently, and twenty (20) pounds occasionally.
8. Able to carry up to ten (10) pounds frequently, and twenty (20) pounds occasionally.
9. Able to push and pull objects weighing up to forty (40) pounds.
10. Able to exhibit full range of motion for shoulder external rotation and internal rotation.
11. Able to exhibit full range of motion for shoulder abduction and adduction.
12. Able to exhibit full range of motion for elbow flexion and extension.
13. Able to exhibit full range of motion for shoulder extension and flexion.
14. Able to exhibit full range of motion for back lateral flexion.
15. Able to exhibit full range of motion for hip flexion and extension.
16. Able to exhibit full range of motion for knee flexion.
17. Able to operate a motor vehicle in a safe and effective manner.

SPECIAL REQUIREMENTS

1. Must use safety equipment and devices designated for this position.
2. Possession and maintenance of a valid state of California Driver's License; have an acceptable driving record; and be insurable at standard rates by the District's insurance carrier and maintain such insurability during the course of employment.

TERMS OF EMPLOYMENT: Twelve-month work year
Classified Management

EVALUATION: Performance of this job will be evaluated in accordance with Board of Education policy and provisions for professional personnel. The evaluation will be completed by the Assistant Superintendent of Business Services.

Approved by:	Board of Education	Date:	October 9, 1997
Amended by:	Board of Education	Date:	September 14, 2000
Amended by:	Board of Education	Date:	December 13, 2001

**MURRIETA VALLEY UNIFIED SCHOOL DISTRICT IS A
TOBACCO-FREE, DRUG-FREE WORKPLACE**

**MURRIETA VALLEY UNIFIED SCHOOL DISTRICT IS AN
EQUAL OPPORTUNITY EMPLOYER**