

**RIVER DELTA UNIFIED SCHOOL DISTRICT
FIRST 5 PROJECT SCHOOL READINESS SPECIALIST**

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

DEFINITION

To assist the First 5 School Readiness Coordinator to promote increased student academic achievement through development and promotion of School Readiness Programs utilizing grant funds from First 5 Sacramento Commission. Upon award implement and coordinate services as per grant contract effective through grant funding period. To assist in providing effective management, service coordination, service delivery, evaluation planning and reporting through award period. This position is funded completely through the grant(s) awarded and will terminate when applicable grant(s) terminate.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the School Readiness Coordinator and the Superintendent.

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS -- *Essential and other important responsibilities and duties may include, but are not limited to, the following:*

Essential Functions:

1. Designs detailed implementation plan with Coordinator aid in producing follow up reports by deadline, participate in planning collaborative.
2. Service as liaison to the community, schools, collaborative partners, the First 5 Sacramento Commission, the district and any developing integrated service for children and families in the area.
3. Promotes school readiness activities and programs through newsletters, special announcements, programs, and other marketing methods.
4. Assists in the development and implementation of community-wide projects through coordination with existing resources and community leaders.
5. Participate in organizing, planning, and implementing the programs of First 5 School Readiness programs upon implementation grant award.
6. Manages internal relations, fostering and maintaining the coalition of service providers, local businesses, community groups and elected officials.
7. Plans staff development activities for First 5 School Readiness and school staff.
8. Responsible for First 5 School Readiness log-term planning and evaluation in collaboration with coordinator.
9. Maintains computer database, conduct the process evaluation and complete all required reports to the commission.
10. Assists in identifying needs of identifying students and families.
11. Chairs First 5 Collaborative meetings and attends First 5 Sacramento monthly school readiness meetings and quarterly contractors meetings.
12. Collects and maintains necessary documentation relating to First 5 school readiness activities, goals, and objectives
13. Arrange and coordinate special services and for families and children.
14. Identify children and families with special needs and provide information to district departments, social worker, or community agency for assistance.

15. Support parents in supporting children within areas of language acquisition, literacy, behavior, safety, health, mental health, social services, and nutrition.
16. Conduct workshops and training for parents and staff related to cultural needs, family literacy, understanding of appropriate academic programs, and health and nutritional needs of students.
17. Assist school personnel with parent contacts including information regarding student health and cultural need and interpreting and translation services as required by the position.
18. Administer tests for appropriate child development, provide written notification of assessment results to parents and district and enter results of assessments into student database.
19. Provide information and materials for parent newsletters, district communications, events, calendars, classroom information boards, and parent or staff training.
20. Monitor budget and expenditures according to program requirements; maintain program inventory of equipment.
21. Communicate with staff, administrators and others to exchange information, resolve issues or concerns and coordinate activities.
22. Operate a computer and assigned software; operate standard office equipment as assigned; drive a vehicle to various District sites and make home visits as required by the position.
23. Perform related duties as assigned.

DEMONSTRATED KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Early childhood education and child development.
Promotion retention procedures and interventions for success.
Community needs and agencies.
Appropriate policies and procedures and standards related to assigned activities.
Operations of a computer and assigned software.
Correct English usage including punctuation, grammar and spelling.
Interpersonal skills including tact, patience, and courtesy
Oral and written communications skills.
Public speaking techniques.
Strong phone skills

ABILITY TO:

Plan and organize work; meet deadlines, schedules and timelines.
Establish and maintain cooperative and effective working relationships with those contacted in the course of work.
Maintain confidentiality of child and family information
See to read a variety of materials
Hear and speak to exchange information and make presentations.
Bend at the waist, kneel or crouch
Dexterity of hands, fingers, and wrists to operate a computer keyboard.
Sitting or standing for extended periods of time,

QUALIFICATIONS

EXPERIENCE AND TRAINING GUIDELINES

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Bachelor's degree in early childhood education, child development, or related field.
Social work experience and or parent education experience preferred.
Must be bilingual (Spanish) and have strong bicultural experience.
Computer skills including word processing and databases.

Certification:

Valid California Driver License

Environment:

Indoor/outdoor school environment.
Driving a vehicle to conduct work.
Evening or variable hours.

Salary Schedule/Range:

Range 13, Confidential/Classified Management Salary Schedule
Fulltime (1.0 FTE)