

**RIVER DELTA UNIFIED SCHOOL DISTRICT
FIRST 5 SCHOOL READINESS COORDINATOR**

*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 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 service as per grant contract effective through grant funding period. To provide effective management, service coordination including budgeting, 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 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 implementation of grant proposal and follow-up reports by submission deadline.
2. Partner with SR Specialist to effectively liaise with community, schools, collaborative partners, the First 5 Sacramento Commission, the District and any development integrated services for children and families.
3. Partner with SR Specialist to promote First 5 School Readiness activities and opportunities 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. Oversee the organization, plans, and implementation of programs for First 5 School Readiness programs upon implementation of grant award.
6. Guide SR Specialist effort and effectively partners to manage internal First 5 School Readiness program operations and coordinates staff after grant award notification.
7. Promote, with SR Specialist, external relations, fostering and maintaining the coalition of service providers, local businesses, community groups and elected officials.
8. Oversee staff development activities for First 5 School Readiness programs and school staff.
9. Provide oversight and guidance for First 5 School Readiness long-term planning and evaluation in collaboration with First 5 Sacramento Commission.
10. Oversee maintenance of computer database, process evaluation and completion of all required reports to the commission.
11. Assists in identifying special needs of identified students and families.
12. Attend First 5 School Readiness meetings providing insight into grant contract compliance.
13. Oversee collection and maintenance of necessary documentation relating to First 5 School Readiness activities goals and objectives.
14. Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

Strong knowledge with First 5 School Readiness Program developed for RDUSD.

Possesses management or coordination experience in program/team development that involves in a broad scope of responsibility and direction with emphasis in multi-disciplinary team approach.

Possesses strong written and verbal communication skills.

Knowledgeable about community resources and county program that serve the needs of at-risk students and families.

Familiar with the basic operations of a school district and school site.

Has understanding of an appreciation for the community's culture, as well as knowledge of methods to assist in the development of increased self-awareness and a positive self-concept.

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:

Education and Experience:

Bachelor's Degree

Previous experience working with the public/private schools, public agency or community base organization

Ability to talk on phone to coordinate services and to secure needed resources

Grant writing experience.

Knowledge of First 5 Sacramento School Readiness processes

Ability to work independently

Strong interpersonal skills

Fund raising and development experience desirable

Willingness to make a three-year commitment to the program of implementation grant awarded

Computer skills including word processing and databases.

Certification:

Valid California's Driver License

WORK CONDITIONS:

Environmental Conditions:

Office and school environment.

Physical Conditions:

Essential functions may require maintaining a physical condition necessary for sitting for prolonged periods of time.

Salary Schedule/Range:

Range 15; RDUSD Confidential/Classified Management Salary Schedule

Part time (0.5FTE)