

SACRAMENTO CITY UNIFIED SCHOOL DISTRICT
Position Description

TITLE: Coordinator, Child Development Programs (L5) (O) (10) COLTO

Lead and work with school improvement initiatives that close student achievement gaps between racial, ethnic, and economic groups by working with all of the diverse communities. **E**

Work cooperatively with the host school principal and other district administrators in planning and implementing

ABILITY TO:

- Monitor and evaluate the quality of child development programs for students.
- Develop and conduct in-service training programs.
- Lead and work with school improvement initiatives that close student achievement gaps between racial, ethnic, and economic groups by working with all of the diverse communities.
- Communicate effectively, both orally and in writing.
- Communicate Licensing Title 22 requirements.
- Establish and maintain cooperative relationships with parents and community groups.
- Read, interpret, apply, and explain rules, regulations, policies, and procedures.
- Analyze situations accurately, and adopt an effective course of action.
- Plan and organize work to meet schedules and deadlines.
- Prepare comprehensive narrative and statistical reports.
- Supervise and evaluate the performance of assigned staff.
- Operate a computer and related software.
- Meet state and district standards of professional conduct as outlined in Board Policy.

WORKING CONDITIONS:

SAMPLE ENVIRONMENT:

Office and school environment; drive a vehicle to conduct work.

SAMPLE PHYSICAL ABILITIES:

Hear and speak to make presentations, and exchange information in person and on the telephone; dexterity of hands and fingers to operate a computer keyboard; see to read, prepare documents and reports, and view a computer monitor; sit or stand for extended periods of time; bend at the waist, and reach overhead, above the shoulders, and horizontally to perform job duties; lift light objects. Physical demonstration of recreational protocols and activities.

HEALTH BENEFITS: Management employees purchase their own health benefits with district-offered plans.