

SAN MATEO COUNTY OFFICE OF EDUCATION

Coordinator, Early Learning Quality Improvement Initiatives

Overview:

Under the direction of the Director, Early Learning Support Services, plan, organize and coordinate the operations and activities of The Big Lift, Race To The Top-Early Learning Challenge and other quality improvement initiatives; provide leadership and coordinate communications, meetings, budgets, grants, data collection, and project reporting requirements in support of The Big Lift initiative; coordinate implementation of the San Mateo Quality Rating Improvement System (QRIS); collaborate with program staff, schools, and community partners in project planning, implementation and project evaluation activities; serve as a technical resource and liaison to staff and community partners working on the Big Lift project and other related early learning initiatives; supervise and evaluate the performance of assigned personnel.

Essential Functions:

- Ensure quality preschool 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 that the quality initiatives support the goal of increasing 3rd grade reading proficiency in Big Lift target communities to 80% by 2020;
- Work with the ELSS Director in managing the initiatives, including budget development, compliance monitoring, data and fiscal reporting;
- Plan, organize and coordinate the timely and effective implementation of initiative's operations and activities including services provided by subcontractors and consultants;
- 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;
- Participate in developing subcontract documents and serve as lead for subcontractor and consultant agreements needed to implement the 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 policies and procedures, and modify services to ensure compliance with required standards;

July 9, 2014

San Mateo County Office of Education

Coordinat

- Act as project liaison within the community representing the Big Lift and County Office of Education;
- Supervise and evaluate the performance of assigned personnel.

Knowledge/Skills/Abilities:

Knowledge of:

Administration and Management - Program planning, project management, budget development, fiscal accountability, compliance monitoring, supervision and staff development, performance evaluation; fundraising and grant writing; project recordkeeping and reporting.

Professional Development - Coaching/mentoring strategies; training techniques; training content
