



# RUSD

RIVERSIDE UNIFIED  
SCHOOL DISTRICT

**TITLE:** COORDINATOR, PRESCHOOL  
(Bilingual Preferred)

**WORK YEAR:** 215 Work Days

**NON-WORK:** 33 Days

**REPORTS TO:** Assistant Superintendent of Instructional Services or  
appointed designee

**PRIMARY FUNCTION:**

Under the direction of the Director V of Elementary Instructional Services, assist in the operation, coordination, implementation and other related activities of Head Start and State Preschools; assist in the conduct of district-wide parent outreach activities.

**REPRESENTATIVE DUTIES:**

- Serve as a resource person to preschools to insure provision of programs that meet the specialized needs of identified groups of students.
- Assist schools to in the implementation of programs as specified in preschool plans.
- Supervise assigned preschool personnel.
- Develop new projects to enhance the preschool program.
- Assist with coordination of project aide and volunteer training relevant to personnel and instructional program needs.
- Assist schools with in-service by arranging workshops and informing staffs of workshops AND conferences to facilitate improved teaching and student learning.
- Facilitate parent involvement and education activities to assist parents with the understanding of what and how students learn and methods to further children at home and school.
- Convene parent council and facilitate achievement of goals.
- Serve as a resource person to local school advisory and school site councils.
- Work with other instructional personnel to coordinate district and categorically funded programs to insure the provision of a comprehensive program for participants.

- Assist schools with a mini program review self-study process to determine extent of implementation of planned instructional program and effect on students.
- Oversee compliance with regulations and fiscal matters and assistance to preschools and direct the annual compliance review.
- Prepare required reports.

**KNOWLEDGE AND ABILITIES:**

- Demonstrated leadership and resource abilities

**EDUCATION AND EXPERIENCE:**

- Any combination equivalent to: teaching experience of two years or more and previous experience in projects.
- Valid California Administrative Services Credential
- Bilingual Preferred

**LICENSES AND OTHER REQUIREMENTS:**

- Authorized California Teaching Credential

**WORKING CONDITIONS:**

**Physical:**

- Ability to push, pull, and transport instructional and/or presentation materials
- Ability to communicate so others will be able to clearly understand a normal conversation
- Ability to understand speech at normal levels
- Ability to bend, twist, stoop and reach
- Ability to drive a personal vehicle to conduct business

**Mental:**

- Ability to organize and coordinate schedules
- Ability to analyze and interpret data
- Problem solving
- Ability to communicate with the public
- Ability to read, analyze and interpret printed matter and computer screens
- Ability to create written communication so others will be able to clearly understand the written communication
- Ability to communicate so others will be able to clearly understand a normal conversation
- Ability to understand speech at normal levels

**Environment:**

- Indoor – frequently
- Outdoor – occasionally
- Ability to work at a desk and in meetings of various configuration