

**SANTA CLARA COUNTY OFFICE OF EDUCATION**  
**Personnel Commission**

**CLASS TITLE: PRESCHOOL SITE COORDINATOR - EARLY LEARNING SERVICES**

**BASIC FUNCTION:**

Under general supervision, performs various technical and complex clerical duties for an assigned cluster of preschool programs within the Early Learning Services Department (ELS); coordinates the day-to-day operations of an assigned cluster of preschool programs; relieves assigned supervisor of routine administrative matters; prepares and maintains various student records and reports in the student information system according to established laws, rules and regulations; provides assistance in the training of regional office personnel regarding student records; explains laws, policies and procedures to parents, staff and the public.

**REPRESENTATIVE DUTIES:**

The following duties are examples of assignments performed by incumbents in this classification. It is not a totally comprehensive list of duties, nor is it restrictive regarding job assignments.

**ESSENTIAL DUTIES:**

Coordinates the day-to-day operations of an assigned cluster of preschool programs in areas such as student matriculation, record management and reports, flow of visitors and communication, substitute staffing for classroom personnel, financial activity, and related functions.

Independently performs various technical and complex clerical record-keeping duties related to the maintenance of student records, enrollment and attendance; enters and maintains student records and reports in student information system; processes students program enrollment and maintains database; assists in student intake and registration, student enrollment, and student withdraws; prepares related statistical and numerical reports.

Communicates with personnel and various outside agencies to exchange information and resolve issues or concerns; provides information to social workers, school districts, and other agencies on program policies and procedures and student status and assessment.

Serves as a resource and provides guidance to staff in matters related to student records management and associated laws, rules, regulations and policies.

Performs varied and responsible secretarial and administrative assistant duties to relieve assigned supervisor of administrative and clerical detail.

Receives visitors, including administrators, staff, parents and the public; exercises independent judgment in resolving a variety of issues; refers difficult issues to administration as needed.

Receives, screens and routes telephone calls; takes, retrieves and relays messages as needed; schedules and arranges appointments, conferences and other events.

Compiles information and prepares and maintains a variety of records, logs and reports related to ELS programs, financial activity, budgets, staff, projects and assigned duties; establishes and maintains filing systems; revises, verifies, proofreads and edits a variety of documents.

Inputs a variety of data into an assigned computer system; establishes and maintains automated records and files; initiates queries, develops spreadsheets, manipulates data and generates various computerized lists and reports as requested; assures accuracy of input and output of data.

Researches, compiles and verifies a variety of data and information; computes statistical information for various reports as necessary; processes a variety of forms and applications related to assigned functions; duplicates and distributes materials as needed.

Attends meetings, workshops, in-services and trainings; takes minutes as required; serves on committees as assigned; distributes notice of meetings to invitees and parents; assists teachers and staff in registering for upcoming trainings and workshops; notifies staff of upcoming activities, in-services, trainings and testing dates.

Prepares and submits service requests, building maintenance and work orders; consults with the Maintenance and Operations and Information Technology departments to resolve problems and arrange for maintenance, classroom moves and repairs as needed.

Performs special projects and prepares various forms and reports on behalf of the assigned supervisor; attends to administrative details on special matters as assigned.

Coordinates coverage of classrooms with ELS administration; arranges for classroom substitutes; prepares and maintains classified and certificated timesheets for regular and substitute personnel; monitors and maintains staff absence reports; provides orientation for substitutes, itinerant staff and volunteers; unlocks and opens preschool site for daily operation.

Operates a variety of office equipment including a calculator, copier, fax machine, computer and assigned software.

**OTHER DUTIES:**

Performs related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Information systems used in ELS preschool programs, such as attendance, accounting, enrollment and report preparation.

Statistical record keeping techniques.

Applicable sections of State Education Code and other applicable laws.

Automated recordkeeping systems.

Modern office procedures, organization and equipment.

Effective recordkeeping systems and procedures.

Personal computer operations and related word processing and spreadsheet applications.

Correct English usage, grammar, spelling, punctuation and vocabulary.

**ABILITY TO:**

Exercise close attention to detail and accuracy.

Collect data and prepare correspondence and reports.

Read and accurately interpret laws, rules, and regulations pertaining to student records, program requirements, and other topics pertinent to the classification.  
Make decisions on procedural matters within the scope of established policy.  
Work with minimum supervision.  
Perform duties effectively with many demands on time and constant interruptions.  
Serve as a resource and provide guidance related to records management.  
Type accurately at a rate of speed sufficient for successful job performance.  
Communicate effectively orally and in writing.  
Establish and maintain effective working relationships with persons contacted through the course of work.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: Graduation from high school, supplemented by one year of college level coursework in a related area of study, and three years of progressively responsible office/clerical experience involving frequent public contact.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Job duties are performed indoors and outdoors in an office and preschool site environment.  
Constant interruptions.

**PHYSICAL DEMANDS:**

Hear and speak to exchange information.  
Seeing to read, prepare and assure the accuracy of documents.  
Possess dexterity of hands and fingers to operate a computer and other office equipment.  
Sit and/or stand for extended periods of time.  
Kneel, bend at the waist, and reach overhead, above the shoulders horizontally, to retrieve and store files and supplies.  
Moving and transporting office materials and lifting light objects.

Approved by Personnel Commission: July 10, 2019



---

Jonathan Muñoz  
Director - HR/Classified Personnel Services

Date: 07/10/2019