

## GALT JOINT UNION ELEMENTARY SCHOOL DISTRICT

### **JOB TITLE: Prevention and Intervention Coordinator**

**JOB SUMMARY:** The coordinator will develop and/or support prevention and intervention programs for at-risk learners and their families PreK through 8th grade; provide leadership and administration with an emphasis on school readiness, special education, prevention services and the English learner program.

**SUPERVISOR:** Director of Educational Services

### **REPRESENTATIVE DUTIES:**

- Develops, implements and evaluates prevention and intervention programs
- Supports high quality services for at-risk learners in the classroom and other environments
- Observes instructional programs by regular visits to classes/school sites and by conferring with administrators, teachers and other staff
- Plans and facilitates monthly staff meetings and professional learning for staff
- Coordinates Special Education and related services for students with Individualized Education Programs (IEPs), PreK-8th grade
- Coordinates a comprehensive Pre-K program that serves families with children ages 0-5 years old, and continues to develop preschool opportunities for full-inclusion, dual language learning, and wrap-around prevention services
- Works collaboratively with parents, teachers, administrators, specialists, counselors/social workers and classified staff.
- Implements high quality parent engagement opportunities that support the transition from Pre-K to elementary and elementary to middle school
- Provides resources to families and educators to support and promote equitable opportunities for success for learners
- Assists in the implementation and monitoring of projects, grants and programs to ensure performance complies with District, State and Federal requirements.

## **EMPLOYMENT STANDARDS**

### **Knowledge, Abilities and Skills:**

- Develop and coordinate systems, programs and resources to support quality, integrated and sustained services
- Knowledge of developmentally appropriate curriculum to include learning activities, language and literacy, and culturally responsive education
- Demonstrate understanding and strengthening families practices to support diverse families and their needs
- Work effectively with diverse client populations including low income, high-risk and diverse family systems
- Develop, coordinate and facilitate collaborative interactions, processes, and outcomes involving diverse groups
- Communicate effectively in oral and written expression
- Evaluate and analyze complex problems, issues, and concerns, and recommend appropriate solutions;
- Establish and maintain cooperative organizational, public, and educational community relationships.

## **JOB QUALIFICATIONS**

- Administrative Credential
- Minimum of three years teaching with evidence of demonstrated leadership capability. Experience as an administrator is desirable.
- Biliterate (English/Spanish) desirable
- Evidence of knowledge and experience regarding specialized programs (May include: Pre-Kindergarten, Special Education, English Learner, Extended Day, Title I, etc.)

Board approved: 7/24/19