



Oregon Coast Community Action
 1855 Thomas Avenue, Coos Bay, OR 97420
 (541) 435-7090
 www.orcca.us

Title:	P3 Coordinator (Prenatal - Third Grade)	Department:	South Coast Regional Early Learning Hub
Location:	Coos Bay, Oregon	Agency:	Oregon Coast Community Action
Pay Rate:	\$45,000 - \$52,000 Annual Salary DOE	Classification:	Full-time; Exempt
Reports to:	SCREL Hub Director	Staff Supervised:	None
Date Posted:	4/30/2018	Posting Expires:	5/14/2018
HR Contact	541-435-7090 hr@orcca.us	Revised:	April 2018

External Applicants: Please submit an employment application, cover letter and resume on our website, www.orcca.us or to hr@orcca.us .	Internal Applicants: Please submit a letter of interest and resume to hr@orcca.us .
---	--

***This position and classification is dependent on outcomes and continuation of grant funding.**

JOB DESCRIPTION

PRIMARY PURPOSE:

Coordinate the efforts of regional early learning and school district programming. Efforts will focus on building systems and supports to improve long-term outcomes for children prenatal through third grade in alignment with project work plans, Hub goals, and other funding rules and regulations.

ESSENTIAL JOB FUNCTIONS (REASON POSITION EXISTS IS TO PERFORM THESE FUNCTIONS)

1. Convene provider and cross-sector groups to develop and align strategies to provide quality early learning experiences and family support programs for children prenatally through grade 3.
2. Assist in the allocation of various government, grant and donor funding streams to facilitate region-wide implementation of strategies and action plans to achieve Kindergarten readiness outcomes and sustain child outcomes and family engagement outcomes through grade 3 for all children and families.
3. Support elementary school catchment areas in their Kindergarten Readiness, Family Engagement, and Professional Development collaboration efforts with an aim for systems change.
4. Support early Kindergarten Registration and PreK/Kindergarten transition programming throughout the region with sharing strategies, best practices, resources, and culturally and linguistically appropriate materials.
5. Develop and facilitate Professional Learning Teams in each elementary catchment area.
6. Build relationships between those individuals whose work touches the lives of children, prenatally through third grade, in their community.
7. Create alignment in best practices, shared understanding of key concepts, strategies, and philosophies, and relationships throughout the region.
8. Facilitate the development of shared trainings for public elementary teachers, early learning providers, and parents.
9. Develop family friendly, culturally, and linguistically appropriate P3 marketing and messaging tools and campaigns that include outcomes and resources for the P3 years targeted at parents and providers.
10. Develop family and care provider-friendly materials, tools and workshops to provide support in for common core standards work at home.
11. Work with committees to assess and develop strategies to provide coordinate outreach to underserved demographic groups, communities and populations.

12. Develop strategies to provide coordinated outreach and development opportunities to address early learning provider needs.
13. Prepare and provide both written and oral reports to supervisor, grant funders, partners, and other key community stakeholders.
14. Develop reports from data and information provided to SCREL Hub that will support quality improvement.

REQUIRED KNOWLEDGE, SKILLS, & ABILITIES

1. Demonstrated ability to read, analyze and interpret data. Use of data in making informed decisions.
2. Ability to make independent decisions in accordance with established policies and use initiative/judgment in carrying out tasks and responsibilities.
3. High level of skill in office procedures and practices with the ability to use multiple computer software, spreadsheet/database, e-mail programs, and web browsers.
4. Ability to understand and communicate effectively in both verbal and written form, the policies, procedures, and requirements of Early Learning programs and providers, K-12 school districts, and systems change processes.
5. Strong knowledge of theories and practices of Early Childhood Education/Development typically gained via experience and or education.
6. Ability to coordinate and facilitate meetings and trainings.
7. Ability to honor and support the uniqueness of each elementary school catchment area.
8. Support the active use of an equity, diversity and inclusion lens among community partners and SCREL Hub work.

INDIVIDUAL AND TEAM EXPECTATIONS

1. Attend staff meetings, center meetings, and/or other workshops/meetings as notified.
2. Maintain a positive attitude regarding ORCCA and all its programs.
3. Model behaviors that demonstrate an understanding, acceptance and welcoming of diversity
4. Maintain respect and positive communication regarding all children, families and staff.
5. Maintain confidentiality of client and staff information.
6. Maintain open, two-way communication with staff
7. Accept suggestions and guidance from supervisor and other management staff
8. Seek feedback on job performance and evaluate suggestions and guidance to incorporate in performance
9. Commit to further training. Develop an individual training plan using program tools, as appropriate.
10. Communicate with supervisor regarding any needed changes or concerns with work schedule.
11. Adhere to agency procedures as a mandated child abuse reporter
12. Regular attendance is a requirement of the position.
13. Ability to perform the job with or without reasonable accommodations

QUALIFICATIONS AND EDUCATION REQUIREMENTS

1. Associate's Degree in Early Childhood, Elementary Education, Human Services, or related field required.
2. Bachelor's Degree in Early Childhood, Elementary Education, Human Services, or related field preferred.
3. Three years of experience with working with early learning or K-12 education programs preferred.
4. Three years progressively responsible professional experience which demonstrates significant supervisory and administrative responsibilities preferred.
5. Must be enroll in the Oregon Department of Education-Child Care Division Central Background Registry at time of hire and update it as required.

WORK ENVIRONMENT

1. Geographic Area: Coos, Curry, and Coastal Douglas Counties, Primary Worksite: Coos Bay, Oregon
2. May lift items up to 51 pounds with or without reasonable accommodations.

3. Access to indoor office, in a climate-controlled environment; may not have access to sunlight. Regular activities outside in a non-climate controlled environment.
4. Frequent sitting for long periods using computer keyboard, telephone and other office machines.
5. Regular walking and standing for prolonged periods of time.
6. Occasional events outside of the office at irregular hours will be required.
7. Attendance at off-site staff trainings and meetings will be required.
8. Frequent driving of personal vehicle throughout the region will be required of the position. Mileage reimbursement provided.
9. Ability to work in excess of eight hours per day and during evenings as required.

OTHER

1. A current Oregon Driver's License is required.
2. Proof of automobile liability insurance @ \$100,000/300,000 liability limits and maintain such limits.
3. Reliable transportation.
4. Must be free from illegal drugs, may be subject to suspicion testing.

Supervisor Signature

Date

Employee Signature

Date

The specific statements reflected in each section of this position description are not intended to be all-inclusive, but rather the basic elements and criteria considered being necessary in order to satisfactorily perform the duties associated with the position.

Oregon Coast Community Action is an Equal Opportunity Employer.

Please inform Human Resources at 541-435-7090 or hr@orcca.us if you require an accommodation in order to participate in the application process. Apply online at www.orcca.us/careers