



# City of Tempe

## TEMPE PRESCHOOL RESOURCE EXPANSION COORDINATOR

### JOB CLASSIFICATION INFORMATION

<i>Job Code:</i>	558	<i>Department:</i>	Human Services
<i>Supervision Level:</i>	Supervisor	<i>State Retirement Group:</i>	ASRS
<i>Status:</i>	Classified	<i>Market Group:</i>	Sr. Recreation Coordinator
<i>Safety Sensitive / Drug Screen:</i>	Yes	<i>Physical:</i>	No

Click [here](#) for more job classification information including current salary range.

### REPORTING RELATIONSHIPS

Receives direction from the Human Services Supervisor, Tempe PRE Supervisor, and other supervisory and management staff.

May exercise functional and technical direction over technical and clerical staff.

### MINIMUM QUALIFICATIONS

<i>Experience:</i>	Two (2) years of experience in early education programs. Knowledge and experience with Arizona’s early care and education policies and regulations governing the operation of early childhood programs. Bilingual is preferred.
<i>Education:</i>	Equivalent to a bachelor’s degree from an accredited college or university with major coursework in early childhood education, child development or closely related field. A master’s degree is preferred.
<i>License / Certification:</i>	<ul style="list-style-type: none"> <li>● Possession of a valid driver’s license.</li> <li>● May require the possession of, or required to obtain an Arizona fingerprint clearance card.</li> <li>● May require the possession of, or required to obtain a CPR certification.</li> </ul>

### ESSENTIAL JOB FUNCTIONS

Essential job functions are the fundamental duties of a position: the things a person holding the job absolutely must be able to do.

To actively support and uphold the City’s stated mission and values. This position assists the Tempe PRE (Preschool Resource Expansion) Supervisor with the key components necessary to provide high-quality preschool to eligible 3 and 4-year-old Tempe residents. This position will have a significant role providing information regarding Tempe PRE to organizations and families and in building positive

relationships with organizations and agencies in order to successfully promote and implement Tempe PRE to meet the desired outcomes established by the research component of this project.

## OTHER DUTIES AS ASSIGNED

Please note this job description is not designed to cover or contain a comprehensive listing of all activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

- Coordinate and conduct outreach to target populations and neighborhoods to inform and recruit participants.
- Assist the research team in all phases of data collection, family outreach and reporting.
- Assume a support role in all components of the Tempe PRE communications plan including but not limited to all phone and email inquiries; assisting families with applications and determining eligibility; updating the website with new information; and collaborating with all partners to ensure timely and accurate delivery of information.
- Assist Supervisor with development of community participation in program and services through press releases, presentations and referrals.
- Assist partners with all phases of the registration and intake process.
- Manage the extended learning component of Tempe PRE at all locations.
- Assist the Tempe PRE Supervisor with daily operations and coordination of services with all partnering schools and agencies.
- Maintain accurate records of all Tempe PRE program activities.
- Work collaboratively with City of Tempe communications personnel to accurately represent and promote Tempe PRE within the city and state.
- Coordinate all logistics regarding scheduling Positive Parenting Program (Triple P) parent education classes into Tempe PRE locations including securing space, time and providers and as well as managing family enrollment.
- Provide pro-active performance planning utilizing performance management tools.
- Perform related duties as assigned.

## PHYSICAL DEMANDS AND WORK ENVIRONMENT

- Operate city vehicles (to and from PRE sites and school district offices);
- Work in a stationary position at desk or at computer for considerable periods of time;
- Operate computers in performing job duties, calculators, and other office machines;
- Extensive reading and close vision work.

## COMPETENCIES

<i>CLASSIFICATION LEVEL</i>	<i>INCLUDES</i>	<i>COMPETENCIES</i>
Foundational	All Employees	Inclusion, Communication, Interpersonal Skills, Integrity, Professionalism, and Willingness to Learn

Non-Supervisory	In Addition >	Teamwork, Customer Service, Initiative, and Dependability / Reliability
Supervisory	In Addition >	Staffing, Monitoring Work, Delegating, Development / Mentoring, and Support Others
Manager	In Addition >	Preparing / Evaluating Budgets, Monitoring / Controlling Resources, and Motivating / Inspiring
Deputy Director	In Addition >	Entrepreneurship and Networking
Director	In Addition >	Organizational Vision
<p><i>For more information about the City of Tempe's competencies for all classifications:</i>  <a href="#">City of Tempe, AZ : Competencies</a></p>		

<b>JOB DESCRIPTION HISTORY</b>
<i>Effective July 2017</i>