

CONTRA COSTA COUNTY OFFICE OF EDUCATION

CLASS TITLE: CPIN LEAD

BASIC FUNCTION:

Under the direction of the Director I, Bay Region 4 California Preschool Instructional Network (CPIN), the CPIN Lead will work with the Director in maintaining a regional California Preschool Instructional Network for Region 4. CPIN is a statewide project of the California Department of Education (CDE) in partnership with the Curriculum and Instruction Steering Committee (CISC). Its purpose is to provide consistent and high quality professional development for preschool/transitional kindergarten administrators and teachers in early childhood programs. The focus is on school readiness, transition to kindergarten, *California Preschool Learning Foundations* (Social-Emotional Development, Language and Literacy, English Language Development for English Learners), Mathematics, Visual and Performing Arts, Physical Development, Health, Social-Science and Science), for all children, including English Learners and those with special needs.

Additional responsibilities include assisting with design and implementation of professional development, coaching and onsite technical assistance for early childhood education program personnel.

REPRESENTATIVE DUTIES

ESSENTIAL DUTIES:

Work closely with the Regional CPIN Director and CPIN English Learner Lead to provide leadership to Region 4 CPIN that promotes current information and research, resources, and sharing of best practices with a focus on the *California Preschool Learning Foundations and Curriculum Frameworks, Volumes 1, 2, and 3*, while supporting developmentally appropriate practice.

Manage research-based professional development opportunities for preschool administrators/teachers that are consistent with statewide *California Preschool Learning Foundations and Frameworks*.

Collaborate with national, statewide, regional and local early childhood experts.

Provide materials and resources to support early learning needs of all preschool/transitional kindergarten children.

Provide leadership to preschool sites feeding into high need elementary schools as identified by CDE referral process through instructional coaching and onsite technical assistance for preschool directors, site supervisors, teachers and instructional assistants, along with transitional kindergarten administrators and teachers as stipulated by the state *CPIN Scope of Work*.

Coordinate and lead articulation discussions between preschool and early elementary administrators and teachers based on the *California Preschool Learning Foundations*, the *Kindergarten Through Third Grade Content and Common Core Standards for California Public Schools*, and accompanying Curriculum Frameworks.

Monitor and evaluate with CPIN team the educational effectiveness and operational efficiency of onsite coaching and technical assistance and support of early learners.

Receive and respond to administrator and teacher input concerning onsite coaching and technical assistance.

Inform preschool/transitional kindergarten practitioners of research-based resources, events and opportunities within the region and across the state that support developmentally appropriate practice.

OTHER DUTIES:

Lead and contribute to statewide and regional activities as related to CPIN.

Develop quarterly progress reports with Director and English Learner Lead.

Present and provide leadership at state meetings other meetings and conferences on behalf of CDE Early Education and Support Division (EESD).

Disaggregate and analyze program and student accountability data including the Desired Results Developmental Profile 2015, and Early Childhood Environment Rating Scale.

Oversee the work of hourly certificated trainers and other contractors as assigned.

Participate in the development of the annual CPIN budget.

Perform other duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

California Preschool Learning System, including the *California Preschool Learning Foundations*, *Curriculum Frameworks*, *Transitional Kindergarten Implementation Guide*, *Preschool Foundations Alignment document*, *Preschool English Learner Resource Guide*, Desired Results system of accountability, and other CDE/EESD/National Association for the Education of Young Children documents and materials.

Characteristics of high quality developmentally appropriate early childhood programs and environments.

ABILITY TO:

Work independently with little direction.

Collaborate and network with a variety of organizations, such as county offices of education, school districts, universities, colleges, resource and referral agencies, and local planning councils for childcare and development to provide high quality training to the early childhood field.

Provide and facilitate professional development at CPIN Network meetings and teacher trainings for administrators, teacher trainings, meetings and conferences.

Provide onsite support and technical assistance to early childhood programs/classrooms.

Complete high quality, accurate work in a fast-paced, customer-focused environment.

Plan meetings/events.

EDUCATION AND EXPERIENCE:

Bachelors Degree and four years increasingly responsible experience in early education. Experience working with preschool and transitional kindergarten/kindergarten.

Experience coordinating, designing and/or providing professional development and follow-up support to early childhood administrators, teachers and instructional assistants.

Experience adapting materials and environments to better meet the needs of all children.

LICENSES AND OTHER REQUIREMENTS:

Valid Multiple Subject Teaching Credential with CLAD.

Valid California driver's license.

State CPIN Training Certification strongly preferred.

WORKING CONDITIONS**ENVIRONMENT:**

Office equipment

Ability to drive around the 7 county Bay Region 4 CPIN area and to Sacramento.

Ability to attend out of region multiple day meetings and trainings.

Ability to work evenings and weekends as needed.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate a computer keyboard.

Hearing and speaking to exchange information.

Sitting and standing for extended periods of time.

Seeing to view a computer monitor and read a variety of materials.

Lifting and transporting training materials as needed.