



Universal Pre-Kindergarten Regional Resource Coordinator

Position Summary

Under the general supervision of the Director of Universal Pre-Kindergarten, the incumbent will be responsible for linking preschool children and families to community programs and services that support educational success in the Universal Pre-Kindergarten (UPK) Program. Generally responsible for ensuring quality services by monitoring programmatic goals, training of UPK staff in the implementation of the plan and procedures for transition from the UPK System to Kindergarten. Responsible for collecting, maintaining and reporting data on all UPK programs and services provided to preschool children and families.

Duties:

- Develop and maintain a resource guide for use in advising UPK program staff and parents about services (health, social services, and family support services) that are available in the community, including specific messages around Prevention and Inclusion Programs, Early Childhood Mental Health, and Medical Home. Assist sites in supporting families with resources in their home languages.
- Establish a collaborating relationship with the Family Engagement Specialists to make sure mechanisms exist at every UPK site to link families with the community services that they need.
- Advocate for and connect UPK preschool children and families to programs and services that support educational success that are not provided directly through their UPK site. For example, vision screening services.
- Develop a plan for UPK programs to encourage families to identify and utilize a consistent “medical home” (a medical care provider) for their children and to be active advocates for their children’s health services.
- Develop and coordinate Pre-K to Kindergarten County-wide and neighborhood-based Pre-K to Kindergarten Projects and strategies (i.e. March into Kindergarten).
- Develop and implement the plan and procedures for transition from the UPK System to Kindergarten. Communicate with and provide technical assistance to UPK program staff on procedures to ensure a seamless transition.
- Assist each UPK site in the development of a service coordination model. The Regional Resource Coordinator will work with a designated point person at each site in the development of an in-house linkage plan and will serve as the point person for community-based referrals.



- Regularly report status and make recommendations to the Director of Universal Pre-Kindergarten in the form of monthly reports and other communications as directed on the UPK program.
- Work closely with the DAIS department to develop a system to track and report data related to placements, capacity of agencies and services, referrals, trainings, technical assistance, children and family needs and transition data. Collect, analyze, and use available data for UPK program evaluation and improvement.
- Work closely with other key staff members of the UPK Program to ensure program continuity and success.
- Prepares for and attends all required meetings. Serve as Agency Representative on assigned Community Committees.
- Must complete 10 clock hours of training annually. Attends related, approved workshops, seminars and conferences. Participates in on-going training on community support services to improve skill level.
- Perform duties in a manner consistent with supporting the UPK contract deliverables.
- Other related duties as assigned.

Qualifications:

- The successful applicant should possess a Masters degree in early childhood, social work or social sciences.
- Have a minimum of three years experience in performing similar duties as described above.
- Proficient in Microsoft Office Suite with the ability and skillset to learn new software programs.
- Excellent writing and interpersonal skills are a must. Must be able to organize, prepare and write reports.
- Must demonstrate ability to communicate and work effectively with diverse range of people and formal organizations.
- Must understand the difference between confidentiality and privileged communication and the strengths and limits of both.
- Must have the ability to build effective relationships and consensus through effective collaboration.
- Must demonstrate initiative and ability to think in an interdisciplinary team.
- Must have reliable automobile, valid driver's license and minimum state required liability auto insurance required.
- Must complete and clear Ohio's Criminal Background Check and Tuberculosis screening.



These qualifications are guidelines. Other combinations of education and experience that could provide the necessary knowledge, skills and abilities to perform the job will be considered.