



REVISED: Submitted:  
07/17/2019 07/16/2019

JOB TITLE:	SPECIALIST CHILD DEVELOPMENT AND EDUCATION
DIVISION	ACADEMIC SERVICES
SALARY SCHEDULE/GRADE:	IV, GRADE 9
WORK YEAR:	AS APPROVED BY BOARD
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	4189
BARGAINING UNIT:	CERX

#### SCOPE OF RESPONSIBILITIES

Provides leadership for planning, coordinating and developing the District's early childhood curriculum, instructional and evaluation programs.

#### PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Provides leadership to coordination of curriculum and assessment projects in early childhood programs

Administers the development, monitoring, and updating of a comprehensive plan for design and delivery of curriculum and assessment for early childhood content

Collaborates with other early childhood personnel in matters relating to early childhood instructional program development and the use of assessment data for the improvement of instruction

Coordinates training, support and technical assistance to early childhood instructional staff

Assumes responsibility for the design and development of a written curriculum and pacing guides for all early childhood content including tools aligned to assist the classroom teacher with the design of lessons to deliver the written curriculum

Makes recommendations regarding implementation of a project, program or activity and evaluates effectiveness

Prepares and/or assists in preparation or reports, records and other documentation as required

Maintains communication and works closely with early childhood program staff, District staff, and the community regarding information developments and implementation of project program or activity and evaluates effectiveness

Researches past and current practices in the field of early childhood development and integrates research in all areas of responsibility

Assures compliance with federal, state and District policy

Evaluates staff as assigned

Performs other duties as assigned by supervisor

Completes all trainings and other compliance requirements as assigned and by the designated deadline

#### PHYSICAL DEMANDS

The work is performed while standing or walking. The work requires the use of hands for simple grasping and fine manipulations. The work at times requires bending, squatting, crawling, climbing, reaching with the ability to lift, carry, push or pull light weights.

#### MINIMUM QUALIFICATIONS

Master's degree with Kentucky Interdisciplinary Early Childhood Education Certification (IECE) Kentucky Professional Certification in Administration

Three (3) years of successful experience in early childhood

Effective communication skills

DESIRABLE QUALIFICATIONS	
Experience teaching at the early childhood level or kindergarten	Successful leadership experience
Knowledge of federal and state laws and regulations relating to early childhood education	
Experience in a diverse workplace	