



REVISED:
07/01/2016

JOB TITLE:	CHILD DEVELOPMENT & EDUCATION SPECIALIST
DIVISION	ACADEMIC SERVICES
SALARY SCHEDULE/GRADE:	IV, GRADE 9
WORK YEAR:	260 DAYS
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
- Responsible 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
- Performs other duties as assigned by supervisor

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 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