



NEW:  
07/01/2016

JOB TITLE:	EARLY CHILDHOOD COMPLIANCE SPECIALIST
DIVISION	ACADEMIC SERVICES
SALARY SCHEDULE/GRADE:	IV/Grade 9
WORK YEAR:	260 DAYS
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	4266
BARGAINING UNIT:	CERX

SCOPE OF RESPONSIBILITIES
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Provides technical assistance to district and school staff in the areas of assignment and development, monitoring and implementation of assigned program or activity; provides in-service as assigned; surveys system-wide needs in area of assignment and determines effectiveness of assigned program or activity; supervises and directs the work of committees and other groups as assigned.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA
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| Compile relevant reports to management, staff, board, and Policy Council  |
| Track progress on action plans created  |
| Maintain documentation and archives   |
| Organize Community Assessment each year   |
| Initiate Self-Assessment and annual program evaluation  |
| Develop and/or maintain a complete monitoring protocol and process with procedures and timelines for all aspects of Early Childhood |
| Coordinate and meet timelines and management review dates for written service plans   |
| Coordinate training and technical assistance for program staff  |
| Completion and submission of the Annual Report  |
| Collaboration with program staff on the completion and submission of annual Program Information Report                              |
| Develop and/or revise all required policies and procedures  |
| Create and prepare all supplemental Early Childhood handbooks   |
| Develop all Early Childhood contracts and Memorandums of Agreement and Understanding  |
| Assist members of leadership team with due process issues   |
| Performs other duties as assigned by supervisor   |

PHYSICAL DEMANDS
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The work is primarily sedentary. 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
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| Master's Degree   |
| Three (3) years successful experience in Early Childhood    |
| Kentucky certification in supervision and/or administration |
| Effective communication skills                              |

DESIRABLE QUALIFICATIONS
Successful experience in area of research methods and strategies
Successful leadership experience