



NEW:
07/01/2016

JOB TITLE:	EARLY CHILDHOOD COORDINATOR TRANSITION
DIVISION	ACADEMIC SERVICES
SALARY SCHEDULE/GRADE:	IV/Grade 8
WORK YEAR:	220 DAYS
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	4187
BARGAINING UNIT:	CERX

SCOPE OF RESPONSIBILITIES

Provides leadership to the coordination of transition services to children and families enrolled in early childhood programs

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

- Provides leadership to coordination of transition projects, programs, and activities in early childhood programs.
- Acts as a liaison with other units, departments, and outside agencies as required.
- Creates and maintains plans for children and families transitioning into and out of early childhood Programs
- Makes recommendations regarding implementation of a project, program or activity and evaluates effectiveness as assigned.
- Prepares and/or assists in preparation of 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 as assigned.
- Assures compliance with federal, state and district policy
- Prepares, delivers, or assists with training opportunities as appropriate.
- Performs other duties as assigned by supervisor

PHYSICAL DEMANDS

The work is performed while walking or standing. 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

- Bachelor's degree in Early Childhood Education with Kentucky teacher certification Three (3) years successful experience in early childhood teaching
- Successful leadership experience
- Effective communication skills

DESIRABLE QUALIFICATIONS

- Master's Degree or higher
- Kentucky Professional Certification in Administration and/or Supervision