



NEW:
07/01/2016

JOB TITLE:	EARLY CHILDHOOD PROFESSIONAL LEARNING COORDINATOR
DIVISION	ACADEMIC SERVICES
SALARY SCHEDULE/GRADE:	IV/Grade 8
WORK YEAR:	220 DAYS
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	4254
BARGAINING UNIT:	CERX

SCOPE OF RESPONSIBILITIES

Provides leadership to the coordination of professional learning communities in early childhood programs.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Provides leadership to coordination of professional learning communities projects, programs, and activities in early childhood programs.

Acts as a liaison with other units, departments, and outside agencies as required.

Provide training, support and assistance to early childhood instructional coaches to improve professional learning community processes and outcomes

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. It requires the ability to communicate effectively using speech, vision and hearing. 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

DESIRABLE QUALIFICATIONS

Master's Degree or higher

Kentucky Professional Certification in Administration and/or Supervision