



NEW:
07/01/2016

JOB TITLE:	EARLY CHILDHOOD STAFFING SPECIALIST
DIVISION	ACADEMIC SERVICES
SALARY SCHEDULE/GRADE:	II/Grade 8
WORK YEAR:	220 DAYS
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	8465
BARGAINING UNIT:	CLAS

SCOPE OF RESPONSIBILITIES

Provides technical assistance to district and school staff in the areas of assignment and development, monitoring and implementation of assigned program 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

- Coordinate all early childhood central office interviews.
- Collaborate with Site Administrators for candidates and interviews for their locations.
- Monitor professional development for all early childhood staff.
- Assist classified staff with scholarship opportunities and pursuing furthering career opportunities.
- Monitor mandatory tuberculosis and physical exam screenings of staff members.
- Monitor mandatory routine criminal background checks of staff members.
- Collaborate with designated staff members for licensing requirements.
- Manage daily schedules of instructional assistants (itinerants) to provide immediate coverage to classrooms that may become out of compliance with staff to student ratios.
- Review classrooms schedules/breaks per classroom to ensure that classroom ratio is being maintained.
- Collaborate with appropriate department of recruitment of qualified staff for Early Childhood
- Performs other duties as assigned by the Director

PHYSICAL DEMANDS

The work is primarily sedentary. 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, reaching with the ability to lift, carry, push or pull light weights.

MINIMUM QUALIFICATIONS

- Bachelor's Degree
- Three (3) years successful experience in area of assignment

DESIRABLE QUALIFICATIONS

- Master's Degree
- Successful experience in area of research methods and strategies