



REVISED:
07/01/2018

JOB TITLE:	COORDINATOR EARLY CHILDHOOD
DIVISION	ACADEMIC SERVICES
SALARY SCHEDULE/GRADE:	II, GRADE 6
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	8233
BARGAINING UNIT:	CLAS

SCOPE OF RESPONSIBILITIES

Develop and supervise the implementation of the early childhood program to meet the needs of students and parents.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA
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Visit classrooms and/or homes regularly to demonstrate and maintain a quality program

Provide management with periodic reports on the progress of the assigned components

Performs other duties as assigned by the designated supervisor

Review plans and make suggestions for improvement

Work with teachers and other staff to determine equipment and supplies needed for classroom and other uses

Assess training needs of staff and develop inservice training covering assigned components

Coordinate activities with other early childhood components

Maintain current centralized files for early childhood components

Develop and conduct training opportunities for staff, parents and volunteers as needed; consult regularly with staff and parents regarding early childhood

Coordinate and implement one or more components of the early childhood program and update as appropriate

PHYSICAL DEMANDS

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, reaching, with the ability to lift, carry, push or pull light weights. The work requires activities involving driving automotive equipment.

MINIMUM QUALIFICATIONS

Bachelor's Degree

Three years successful experience in the component area

Effective communication skills

DESIRABLE QUALIFICATIONS

Master's Degree

Footnote

(Submitted 6/12/18)