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

REVISED: 07/01/2019

Submitted: 06/11/2019

SCOPE OF RESPONSIBILITIES
Develops and supervises the implementation of the early childhood program to meet the needs of students and parents.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA
Coordinates and implements one or more components of the early childhood program and updates as appropriate
Visits classrooms and/or homes regularly to demonstrate and maintain a quality program
Reviews plans and make suggestions for improvement
Works with teachers and other staff to determine equipment and supplies needed for classroom and other uses
Assesses training needs of staff and develop in-service training covering assigned components
Provides management with periodic reports on the progress of the assigned components
Coordinates activities with other early childhood components
Maintains current centralized files for early childhood components
Develops and conducts training opportunities for staff, parents and volunteers as needed; consult regularly with staff and parents regarding early childhood
Performs other duties as assigned by the designated supervisor
Completes all trainings and other compliance requirements as assigned and by the designated deadline

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 of successful experience in the component area
Effective communication skills

DESIRABLE QUALIFICATIONS
Master's Degree
Experience in a diverse workplace