



REVISED: 07/17/2019
 Submitted: 07/16/2019

JOB TITLE:	SPECIALIST EARLY CHILDHOOD
DIVISION	ACADEMIC SERVICES
SALARY SCHEDULE/GRADE:	IV, GRADE 9
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	4257
BARGAINING UNIT:	CERX

SCOPE OF RESPONSIBILITIES

Provides leadership to coordination of early childhood projects, programs or activities. Requires adaptation and interpretation of standard practices and procedures particularly in support of special populations.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

- Prepares and/or assists in preparation or reports, records and other documentation as required
- Makes recommendations regarding implementation of projects, programs or activities and evaluates effectiveness as assigned
- Accumulates and researches data, documents and other pertinent information as required
- Assures compliance with federal, state and District policy, administrative procedures and negotiated agreements as applicable to assignment
- Prepares, delivers or assists with training opportunities as appropriate
- Provides leadership to coordination of a projects, programs or activities having moderate impact on the District occasionally affecting more than one unit or department; requires adaptation and interpretation of standard practices and procedures
- Develops, establishes or administers project, program or activity
- Maintains communication and works closely with District staff, local school staff and the community regarding information, developments and implementation of project, program or activity
- Completes all trainings and other compliance requirements as assignment by the designated deadline
- Evaluates staff as assigned
- Performs other duties as assigned by supervisor

PHYSICAL DEMANDS

The work is primarily sedentary. The work at times requires bending, squatting, crawling, climbing, reaching with the ability to lift, carry, push or pull light weights. The work requires the use of hands for simple grasping and fine manipulations. The work requires activities involving being around moving machinery, driving automotive equipment, exposure to marked changes in temperature and humidity and exposure to dust, fumes and gases. The work requires the use of feet for repetitive movements.

MINIMUM QUALIFICATIONS

- Bachelor's Degree
- Three (3) years of successful experience in area of assignment
- Successful leadership experience
- Effective communication skills

DESIRABLE QUALIFICATIONS

- Bachelor's Degree or higher

Kentucky Professional Certification in Administration and/or Supervision

Experience in a diverse workplace