



NEW: Submitted:  
07/17/2019 07/16/2019

JOB TITLE:	SPECIALIST EARLY CHILDHOOD COMPLIANCE AND COMPREHENSIVE SERVICES
DIVISION	ACADEMIC SERVICES
SALARY SCHEDULE/GRADE:	IV, Grade 9
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	4266
BARGAINING UNIT:	CERX

#### SCOPE OF RESPONSIBILITIES

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

Reviews short-range and long-term plans and goals with the Director of Early Childhood and program staff regularly to monitor and evaluate effectiveness of procedures, monitoring systems and services

Maintains comprehensive and confidential records as required

Coordinates with various District departments and community agencies to provide specialized services for students and families

Addresses parent concerns and compliance challenges among program staff

Develops and/or maintain a complete monitoring protocol and process with procedures and timelines for all aspects of Early Childhood

Plans and facilitates health compliance goals, budget requests and procedures

Provides oversight of the Early Childhood comprehensive services department

Compiles relevant reports to management, staff and the Board of Education

Collaborates with department leaders, school administrators and staff to ensure administrative procedures are followed and in compliance with federal and state regulations and district policies

Coordinates training and technical assistance for program staff

Regularly collaborates with staff to develop, review and revise all required policies, procedures and handbooks

Assists members of leadership team with due process issues

Evaluates staff as assigned

Performs other duties as assigned by 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, crawling, climbing, reaching, with the ability to lift, carry, push or pull light weights.

#### MINIMUM QUALIFICATIONS

Master's Degree

Three (3) years of successful experience in Early Childhood

Kentucky certification in supervision and/or administration (Principal Certification)
Effective communication skills
<b>DESIRABLE QUALIFICATIONS</b>
Successful experience in area of research methods and strategies
Successful leadership experience
Experience in a diverse workplace