



NEW: Submitted:  
07/01/2019 06/11/2019

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|------------------------|-----------------------------|
| 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

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