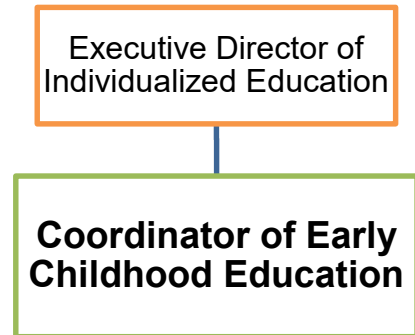


COORDINATOR OF EARLY CHILDHOOD EDUCATION

Job Title:	Coordinator of Early Childhood Education
Initial:	May 12, 2022
Revised:	
Work Year:	Full Year
Office:	Education
Department:	Individualized Education
Reports To:	Executive Director of Individualized Education
FLSA Status:	Exempt
Pay Schedule:	Administrative Pay Schedule

Related Organization Chart



POSITION SUMMARY: The Coordinator of Early Childhood Education works with staff to ensure implementation of effective programming that strives for inclusive excellence; serves as a resource for building personnel, general education staff, special education staff, building administrators, district administrators and parents; identifies and provides professional development opportunities for teachers, administrators and parents.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The following statements of essential functions and responsibilities are intended to describe the general nature and level of work being performed by individuals assigned to this position. These statements are not intended to be an exhaustive list of all duties and responsibilities required of all personnel within this position. Actual duties and responsibilities may vary depending on building assignment and other factors.

- Promotes excellence and continuous improvement in student achievement by providing leadership and support at the district and school levels in effective instructional practices through implementation of the written, taught and tested curriculum for pre-school programs.
- Provides instructional coaching, modeling and effective feedback to teachers, providing professional development aligned with effective instructional practices which support district and school improvement initiatives, including professional learning communities and School Improvement Plans.
- Assists in the coordination of district professional development programs for Early Childhood Educators and Child Find staff (when requested), including new teacher orientation, induction, and mentoring programs.
- Leads the evaluation, interview, and selection of Early Childhood Education staff.
- Evaluates Early Childhood Education Teachers.
- Assists and supports in the evaluation of Early Childhood Education Para-Educators.
- Provides assistance to building principals in the coordination of all day-to-day Early Childhood Program events.

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

-
- Suggests alternative means and new ideas, different approaches to aid in achieving students' success and improved educational goals.
 - Provides general oversight for regulatory requirements of CPP, DHS, Head-Start, and Child Find.
 - Monitors referral system and multi-disciplinary staffings for student placement in appropriate programs to meet the individual needs of the students including Child Find and summer assessments.
 - Communicates, collaborates, and cooperates with colleagues, supervisors, and students.
 - Serves as a resource person to staff regarding policy, procedure, and special situations.
 - Acts in an advisory capacity to the Executive Director of Individualized Education in matters related to the formulation and execution of School policies.
 - Collaborates with building administrators to promote the district in a positive manner.
 - Works collaboratively with community-based agencies to foster improved programming for early childhood students (CPP, Head Start) and Child Find students.
 - Attends required trainings and disseminates information appropriately.
 - Collaborates to create and/or support the long range and short range plans of the district's zones and schools.
 - Facilitates or attends meetings that may include a range of issues. Assists in objectively evaluating situations, discussing recommendations, identifying appropriate actions, identifying key personnel to implement the actions, and supporting the overall implementation and monitoring of the actions to ensure effective results.
 - Maintains general oversight of specific programs and services including recordkeeping and compliance with district policies, state and federal regulations.
 - Other duties as assigned.

Supervision & Technical Responsibilities: This position directly supervises the Early Childhood Education Teachers and administrative support staff.

Budget Responsibility: This position has direct budget responsibility.

QUALIFICATIONS

The requirements listed below are representative of the education, experience, knowledge, skills, and/or abilities required for this position.

Education & Training:

- Bachelor's degree plus additional coursework required for certification or licensure.
- Degree in Early Childhood Education and/or Early Childhood Special Education or related areas with state license as a teacher ages 0-5 Early Childhood Education or Early Childhood Special Education.

Experience:

- Experience in programming for regular Early Childhood and Early Childhood Special Education preferred.

Knowledge Skills & Abilities:

- Strong knowledge of Early Childhood Education including best practices, learning patterns, and specific needs of pre-school program.
- Knowledge of Special Education processes and procedures.
- Excellent oral and written communication and interpersonal relation skills.
- Customer service and public relations skills.
- Critical thinking and problem solving skills.
- Organizational skills.
- Ability to manage multiple priorities and tasks with frequent interruptions.

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

-
- Ability to communicate effectively with various stakeholders.
 - Ability to understand and follow complex oral and written instructions.
 - Ability to perform responsibilities without the necessity of close supervision.
 - Must be proficient in the use of personal computers and common software applications including Microsoft Word, Excel, Outlook, and Power Point.

Certificates, Licenses, & Registrations:

- Colorado Department of Education Teacher License
- Endorsement in Early Childhood Special Education required
- Administrator's License required
- Criminal background check required for hire

OTHER WORK FACTORS

The physical demands, work environment factors and mental functions described herein are representative of those that employee must meet to successfully perform the essential functions of this job.

Physical Demands: While performing the duties of this job, the employee is frequently required to talk or hear. The employee is occasionally required to stand; walk or sit. The employee must occasionally lift and/or move up to 25 pounds. There are no specific vision abilities required by this job.

Work Environment: The noise level in the work environment is usually moderate. While performing the duties of this job, the employee will work primarily in a usual office or school environment.

Mental Functions: While performing the duties of this job, the employee is frequently required to compare, analyze, communicate, coordinate, instruct, compute, synthesize, evaluate, use interpersonal skills and compile. Occasionally required to copy and negotiate.

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.