

Job Description

District Preschool Liaison

## **JOB DESCRIPTION**

**JOB TITLE:** District Preschool Liaison

**REPORTS TO:** Building Principal

**DEPARTMENT:** Certified Staff

### **I. NATURE AND SCOPE OF JOB:**

The District Preschool Liaison will act as a liaison between school and community preschools for the purpose of preparing students for Kindergarten based on state and district readiness standards. This will be accomplished through collaboration with CCSD#1 Kindergarten and Developmental Kindergarten staff; providing information on readiness standards and best practices to providers, students and families; conveying information regarding school and/or district activities and procedures; referring families to other agencies; and coordinating the Book Trust initiative for the district.

This position was created through a partnership with Sinclair Oil Corporation in an effort to support educational achievement in CCSD#1.

### **II. GOALS OF A DISTRICT PRESCHOOL LIAISON:**

To increase student readiness for Kindergarten by working with school and community preschools.

### **III. EXPECTATIONS:**

1. Maintain a positive attitude that supports the District Mission
2. Maintain a positive and supportive relationship with all people in the work place.
3. Be responsible for acceptable attendance and punctuality
4. Accept responsibility for the identified job description and continually strive to perform work of the highest quality.
5. Responsible for adhering to District policies

### **IV. JOB FUNCTIONS:**

#### **A. Essential Functions:**

1. Assists students, staff, teachers, parents and community preschools for the purpose of providing and/or conveying information on Kindergarten readiness based on state and district readiness standards.
2. Attends meetings for the purpose of conveying and/or gathering information required to perform job functions.
3. Communicates with parents on behalf of district for the purpose of ensuring that an ongoing partnership between the home and school is formed for the purpose of preparing students prior to school enrollment.
4. Conducts parent meetings for the purpose of gaining information and/or discussing needs to prepare students for entry into Kindergarten.
5. Organizes a variety of activities (e.g. meetings, appointments with other agencies, parenting classes, etc.) for the purpose of improving student success through greater family involvement in school programs.
6. Prepares a variety of documents, reports and written materials for the purpose of communicating information to parents, staff and community members regarding Kindergarten readiness.
7. Refers preschool families to outside agencies (e.g. state agencies, medical professionals, counselors, foundations, charities, etc.) for the purpose of ensuring the readiness of students for entering school.
8. Schedules collaborative meetings for all community preschools for the purpose of coordinating curriculum to enhance kindergarten readiness.
9. Visits and works with students and families in local preschools for the purpose of facilitating educational goals for school readiness.
10. Serve as Coordinator for CCSD#1 Book Trust program.

#### **B. Other Functions**

1. Performs other related duties as assigned for the purpose of assisting other staff members in the completion of their duties, and ensuring compliance with all district regulations.
2. Accepts other duties as assigned.
3. Assumes responsibility for any functions or areas the principal deems necessary.
4. Attends all building meetings as required by the principal.

**V. JOB QUALIFICATIONS**-The following qualifications are considered for each individual applicant.

#### **A. Skills, Knowledge and Abilities**

1. SKILLS required to perform multiple tasks with a potential need to upgrade in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment including using pertinent software applications; preparing and maintaining accurate records; and adhering to safety practices.

2. KNOWLEDGE is required to perform basic math; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and analyze situations to define issues and draw conclusions. Specific Knowledge based competencies required to satisfactorily perform the functions of the job include: pertinent codes, policies, regulations and/or laws; community resources and principles of a community services program; school educational programs; and fluency in target language and local dialects.
3. ABILITY is required to schedule a number of activities, meetings, and/or events; gather and/or collate data; and use basic, job-related equipment. Flexibility is required to work with others in a wide variety of circumstances; work with data utilizing defined and similar processes; and operate equipment using defined methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with a variety of data; and utilize specific, job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving where equipment is limited. Specific ability-based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities; communicating with diverse groups including those with varying levels of education; maintaining confidentiality; setting priorities; attending various meetings.
4. Responsibilities include working under limited supervision following standardized practices and/or methods; leading, guiding, and/or coordinating with others. Utilization of resources from other work units is often required to perform the job's functions. There is a continual opportunity to have some impact on the organization's services.

## **VI. WORK ENVIRONMENT:**

1. The usual and customary methods of performing the jobs functions require the following physical demands: some lifting, carrying, pushing, and/or pulling and significant fine finger dexterity. The job requires extensive, sitting, walking, and/or standing. The job is performed under minimal temperature variations and under conditions with some exposure to risk of injury and/or illness.
2. Ability to spend most of the time inside classrooms with some work outside in cold/hot weather.

## **VII. EXPERIENCE:**

Job related experience is required.

## **VIII. EDUCATION:** Bachelor's in Early Childhood Education or Elementary Education, Master's preferred. Maintains PTSB certification by earning required credits.

### **Nondiscrimination Statement:**

Carbon County School District One does not discriminate on the basis of race, color, national origin, sex, disability, political affiliation, religion, or belief in relation to admission, treatment of students,

access to programs and activities, or terms and conditions of employment.

Inquiries concerning Title VI, Title IX, Section 504 of the Rehabilitation Act of 1973 or ADA may be referred to the Civil Rights/504/ADA Coordinator, Carbon County School District One, 615 Rodeo, Rawlins, Wyoming 82301, (307) 328-9200; the Wyoming Department of Education, Office for Civil Rights Coordinator, 2nd Floor, Hathaway Building, Cheyenne, Wyoming 82002-0050, (307) 777-6198; or the Office for Civil Rights, Region VIII, U.S. Department of Education, Federal Office Building, Suite 310, 1244 Speer Blvd., Denver, Colorado 80204-3582, (303) 844-5695, TDD (303) 844-3417. CCSD#1 questions 504/Title IX Coordinators are Debi Gaines.

Created 5/26/16