

# SCHOOL DISTRICT OF FLAGLER COUNTY

## JOB DESCRIPTION

### COORDINATOR OF EARLY CHILDHOOD EDUCATION

#### QUALIFICATIONS:

- (1) Hold a Master's Degree from an accredited educational institution.
- (2) Have Certification in Educational Leadership
- (3) Have at least five (5) years of experience in teaching and/or educational services.
- (4) Demonstrate organizational skills and the ability to motivate people.
- (5) Demonstrate knowledge and understanding of early childhood education, curriculum development and program evaluation, child growth and development, effective instructional strategies, classroom management, learning assessment and diagnosis, and research related to learning of young children.
- (6) Exhibit a personality that demonstrates enthusiasm and interpersonal skills to relate well with students, staff, administration, parents, and the community.

#### KNOWLEDGE, SKILLS AND ABILITIES

**REPORTS TO:** Executive Director of Teaching & Learning

#### JOB GOAL

Supervises the development, organization, implementation, coordination, and evaluation of the Early Childhood and all Preschool instructional programs to ensure that all students will meet or exceed the District approved Curriculum Content Standards. Achieving excellence requires that the individual communicates effectively with parents, members of the community, and colleagues in other districts and schools.

**SUPERVISES:** Students and staff assigned to the Early Learning Centers, Preschool Programs, 0-3 Childcare at assigned Elementary Schools

#### PERFORMANCE RESPONSIBILITIES

The Coordinator of Early Childhood Education shall:

1. Establish and promote high standards and expectations for students and staff assigned to Early Childhood and Preschool programs and assist with a smooth transition to Kindergarten.
2. Plan, organize, implement, supervise, coordinate and evaluate the Early Childhood and Preschool programs of the District to meet all state and local requirements. To ensure that each student will meet and exceed the District approved Curriculum Content Standards, consistent with the mission, philosophy, values, and instructional goals of the district, and meeting all laws, codes, Board policies and regulations. Leadership of the program shall include:
  - Ensuring class size requirements;
  - Use of data to identify student and instructional needs;
  - Clear procedures for the operation and functioning of the various programs;
  - Curriculum development to implement the Curriculum Content Standards;
  - Vertical and horizontal articulation of skills and content sequence;
  - Consistent and regular program evaluation;
  - Personnel supervision and evaluation;
  - Personnel recruitment and recommendations for selection when vacancies occur;
  - Orientation and assistance for new staff members and for substitutes;

### **Coordinator of Early Childhood Education (continued)**

- Communications among staff;
  - Staff development to expand and improve skills;
  - Analysis of assessments to improve instruction;
  - Resources and personnel scheduling;
  - Coordination of services with community agencies and resources;
  - Parental support and training;
  - Coordination and close working relationships with State and county officials, and with colleagues in other school districts;
  - Evaluation and selection of instructional materials and equipment;
  - Budget development and implementation;
  - Application for grants and monitoring grants; and
  - Compliance with all State and federal mandates.
3. Ensure coordination of services and articulation between the early childhood and elementary levels of the instructional program by communicating frequently with instructional supervisors, and principals on the grades Preschool-2 level.
  4. Provide and coordinate services to staff to assist them with students who experience difficulty in learning. Coordinate resources with school, community and exceptional education services for students who need specialized assistance\
  5. Provide parents classes to enhance and extend the school learning experiences of children at home. Plan and coordinate parent support sessions, including strategies, care and nurturing, and proper nutrition.
  6. Complete in a timely fashion all records and reports as required by law and regulations.
  7. Prepare grant and other applications as requested by the Assistant Superintendent or Director of Elementary/Middle School.
  8. Develop budgets for the assigned program.

#### **PHYSICAL REQUIREMENTS:**

Light work, exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects.

#### **TERMS OF EMPLOYMENT:**

Salary and benefits shall be paid consistent with the District's approved compensation plan. Length of the work year and hours of employment shall be those established by the District.

#### **EVALUATION:**

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation or personnel.

#### **Job Description Supplement Code 6**

#### **Flagler Schools Strategic Framework – Teaching & Learning**

**Approved 06/19/2018**