

**Title: Early Childhood and Evaluation Specialist, ECIA Chapter I (FLSA Exempt)**

**Performance Responsibilities Design and Evaluation-Assumes responsibility for the design and evaluation of needs assessments, test administration, instructional programs, and the Early Intervention Programs.**

- Supervises and coordinates the Chapter I Testing and Evaluation Program.
- Assesses the effectiveness of Chapter I Instructional Programs through the utilization of evaluation procedures.
- Coordinates the selection process for Chapter I participants.
- Designs, supervises and coordinates the Early Intervention Tutorial Program to achieve goals and objectives of Chapter 1.

**Any and all duties as assigned by Director of Federal Programs and Elementary Instruction Supervisor**

**Leadership-Assumes leadership in the implementation of testing, evaluation and instructional programs.**

- Serves as a professional consultant on all matters related to Chapter I Testing and Evaluation.
- Provides direction in the design of instructional strategies and activities in the Early Intervention Tutorial Program.
- Coordinates Chapter I activities with general fund activities to enhance the instructional program.
- Provides assistance to tutors, teachers, and administrators regarding the improvement of instruction for Chapter I participants.

**Management-Initiates practices and procedures to maintain an appropriate testing and evaluation program and an adequate learning environment for Chapter I participants.**

- Purchases and disseminates materials necessary to administer a testing and evaluation program based on cost effective measures.
- Plans time and resources necessary to adequately administer the Chapter I Testing and Evaluation Program.
- Manages administrative responsibilities required to insure an adequate teaching/learning environment for participants in the Early Intervention Tutorial Program.
- Assists in selection of Chapter I tutors.
- Selects, requisitions, receive inventories, allocate and distribute materials and equipment necessary to the implementation of the Early Intervention Tutorial Program.

**Student Services- Initiates practices and procedures designed to promote the success and well-being of students.**

- Gathers long-range data on the achievement of Chapter I students in specific types of instructional environments.
- Works with Chapter I teachers and tutors to insure testing practices designed to diagnose and evaluate academic achievement and to properly utilize results for individual students.
- Exhibits sensitivity, empathy, and understanding when working with students and tutors.
- Provides guidance in classroom management so that a comfortable, orderly environment exists for all Chapter I students.
- Works well with other agencies to insure the best possible education for young children.

**School/Community Relations-Initiates practices designed to provide for effective school/community relations.**

- Works to achieve maximum understanding and support of public education.
- Communicates the goals, objectives, and policies of the Chapter I Program to members of the school community.
- Cooperates with principals, supervisors, teachers, and parents in order to gain their support for an effective Chapter I Program.
- Disseminates information to parents on the Early Intervention Tutorial Program and provides suggestions for improving learning in the home.

**Professional Development-Plans for professional self-development.**

- Uses evaluations to grow professionally.
- Participates in activities that will facilitate professional growth and development.
- Makes use of recommendations for improvement.

**Minimum Qualifications:** United States citizen or authorized alien; Valid Type A Louisiana Teacher Certificate; Certification in Elementary Education; Masters Degree from an accredited college or university; five (5) years of successful school experience, three (3) years must have been during the five (5) years immediately preceding employment; Louisiana Ancillary Certification as an Evaluator Level A; physical and mental stamina and abilities to perform job functions, tasks, and duties.

**Terms of Employment:** 11 months

**Reports to:** Director of Federal Programs and Elementary Instruction Supervisor

**Supervises:** Chapter I Evaluation and Chapter I Tutors

**Signature of Evaluatee:** \_\_\_\_\_

Signature indicates that the evaluatee has received the performance responsibilities and evaluation instrument for the position.

**Printed Name of Evaluatee:** \_\_\_\_\_

**Evaluatee's Employee Identification Number:** \_\_\_\_\_

(MUNIS ID #)

**Date:** \_\_\_\_\_

**Signature of Evaluator:** \_\_\_\_\_

Signature indicates that the evaluatee has reviewed the performance responsibilities and evaluation instrument for the position and has so indicated to the evaluator.

*Revised 6/2011*