

**Pre-Kindergarten Coordinator
New Hanover County Schools
Job Description**

Class: Certified
Division: Instruction and Accountability
Dept: Early Childhood Education

TITLE: Pre-Kindergarten Coordinator

QUALIFICATIONS:

1. Bachelor's Degree in Elementary Education or Early Childhood Education (B-K) or PreK-Add-On Licensure and/or NC Early Educator Certification.
2. Master's Degree in Education or field of Administration (preferred).
3. High knowledge of appropriate practices for managing challenging behaviors in the classroom.
4. At least 5 years of teaching experience.

REPORTS TO: Director of Early Childhood Education

JOB GOAL: To assist the director with implementation and reporting of required local, state and federal expectations for preschool children. Maintains an ongoing evaluation of program's effectiveness and recommends adjustments and changes as necessary within the framework of the multiple funding guidelines. Acquire proficiency in Environmental Rating scales and/or other assessment instruments and NC Child Care Licensing and Sanitation requirements. This is a 12-month position.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

1. Follow all rules, policies and procedures of New Hanover County Schools, along with state and federal regulations pertaining to school/department specific to preschool services.
2. Work closely with schools and the Behavior Specialist to support behavior observations, data collection, and follow up services.
3. Carry out goals, policies and activities to implement objectives, Performance Standards, child care licensing requirements, and federal, state, and local regulations.
4. Represent the department by serving on community committees related to early learning requirements/initiatives.
5. Work closely with the preschool sites to ensure that the classrooms are supplied with the necessary equipment, materials and supplies that meet state and federal regulations and required monitoring tools.
6. Assist with placement of children with enrollment teams in relation to required funding sources and challenging behaviors.
7. Assist sites by providing consulting services related to behavior strategies of preschool children.
8. Routine site visits for monitoring purposes and behavior observations for children.
9. Performs related duties and responsibilities as required by the district or the director.
10. Leadership support for ECE instructional leads with implementation of district expectations and initiatives.

11. Reads various publications and attends various workshops, seminars and conferences to continuously upgrade professional knowledge.
12. Prepares and maintains a variety of narrative and statistical reports, records, correspondence, and files related to assigned services, activities, and operations.
13. Communicates and collaborates with administrators, district personnel, outside organizations, and the school community to coordinate activities and programs, and resolve issues and conflicts.
14. Adheres to laws, policies, procedures, and ethical standards.
15. Participates in regularly scheduled departmental and other district meetings as required/requested.

The above statements describe the general nature and level of work being performed by individuals assigned to this job. This is not intended to be an exhaustive list of all responsibilities and duties required of personnel so employed.

Terms of Employment: Twelve-month work year/At Will/FLSA Exempt
Starting Salary and/or Grade: NC Certified Teacher salary scale

Evaluation: Performance of this job will be evaluated in accordance with provisions of the Board and local policy on evaluation of personnel.

Knowledge, Skills and Abilities:

- Ability to communicate clearly and concisely, both orally and in writing; ability to communicate well with all employees.
- Ability to use web-based instructional and assessment systems.
- Ability to serve as a liaison between the Instructional and Academic Accountability Division, school administration and learning community.
- Ability to support early learning compliance in accordance with local/state expectations.
- Physical ability (able to exert up to 20 pounds of force occasionally) and dexterity to perform the duties and responsibilities of the job.
- Deep knowledge of instructional practices that promote supportive learning environments and build social and emotional skills.
- Knowledge of adult learning styles and best practices for coaching and providing feedback.
- Ability to coordinate and collaborate with diverse groups of professionals across multiple departments and organizations.
- Experience coordinating and delivering professional development for a variety of internal and external stakeholders.
- Skilled multi-tasker and excellent time manager; ability to effectively achieve multiple goals and manage multiple projects simultaneously
- Ability to travel between multiple school and district locations.
- Thorough knowledge of federal, state, and local policies and procedures regarding instruction.
- Considerable knowledge of School Board policies, procedures and standards.
- Considerable knowledge of the ethical guidelines applicable to the position as outlined by professional organizations and/or federal, state, and local laws, rules and regulations.
- Ability to maintain complete and accurate records and statistics and to develop meaningful reports from that information.
- Ability to assess the effectiveness of programs and activities.
- Ability to interpret policies and procedures.
- Ability to develop long-range plans.