

Early Childhood Instructional Specialist
New Hanover County Schools

Job Description

Class: Certified

Dept: Instruction and Academic Accountability

TITLE: Instructional Specialist

- QUALIFICATIONS:**
1. Master's degree in education with current North Carolina teaching certificate in appropriate content area.
 2. Minimum of five years teaching experience.
 3. Other qualifications as the superintendent and board may determine appropriate.

REPORTS TO: Director of Early Childhood Education

JOB GOAL: To assist the Director of Early Childhood with the implementation of required federal, state and local curriculum requirements, Head Start Performance Standards, state childcare licensing requirements and student enrollment procedures for all New Hanover County Schools.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:

1. Follow all rules, policies and procedures of New Hanover County Schools, along with state and federal regulations pertaining to instruction and academic issues.
2. Provide lead support for Child Care Licensing for PreK-5 Teachers and TAs for center based and private site directors.
3. Maintain updated spreadsheets of compliance visits, fire inspections, health and sanitation inspections, staff and training work sheets of all sites.
4. Provide ECERS-R support to principals and direct services as well as support teachers and administrators on DCDEE requirements and regulations.
5. Develop, organize and deliver professional development for early childhood educators and technical assistance to administrators and staff.
6. Organize processes and maintain information for Student Enrollment, Recruitment, Eligibility, Selection, Attendance and Placement for all funding sources.

7. Attend meetings and workshops at program sites; hold meetings for administrators teachers and families in school programs to clarify rules and regulations with state consultants regarding how to implement requirements in the public schools.
8. Collaborate with schools and other departments; serve on interdepartmental committees and work closely with community partners.
9. Serve as the liaison between NCPRK private site directors and ECE office. Maintain files on countywide enrollment for NCPRK, county funded and private site classrooms, manage NCPRK data entry and placement. Facilitate NCPRK director's meeting.
10. Implement Systems for documenting Child Care Licensing.
11. Complete required reporting to the director and state consultants and follow up with families who apply to our program.
12. Perform other duties and responsibilities as assigned by the Director of Early Childhood Education.

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/FLSA Exempt

Starting Salary and/or Grade: State 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:

- Knowledge of the PreK Standards and Conscious Discipline.
- Ability to use web-based instructional and assessment systems.
- Ability to establish and maintain effective working relationships as necessitated by work assignment.
- Demonstrate strong knowledge of computers and all aspects of the Microsoft Office Professional software programs. Ability to create and maintain a webpage.
- Ability to communicate clearly and concisely, both orally and in writing; ability to communicate well with school personnel, employees, and central office staff.
- Comply with confidentiality requirements in local, state and federal policies and statutes.
- Physical ability (able to exert up to 20 pounds of force occasionally) and dexterity to perform the duties and responsibilities of the job.

Revised 10.28.2019