

CERTIFIED PERSONNEL JOB DESCRIPTION

POSITION TITLE: Early Childhood Specialist

QUALIFICATIONS: Shall hold a bachelor's degree or higher and the required Kentucky certificate for the assigned position.
Shall demonstrate the ability to work effectively with students, peers, and adults.
Shall demonstrate the ability to communicate effectively with students, parents, and faculty.

REPORTS TO: Director of Regional Training Center / Director of Staff and Student Services

JOB GOAL: To assist district administrators in program design and development

SUPERVISES: Clerical assistants.

PHYSICAL QUALIFICATIONS: Shall have the ability to sit, lift, stoop, push, pull, any and all body movements as relates to the job description.

DUTIES: Demonstrates professionalism
Demonstrates program management, research, and evaluation skills.
Provides consultation/collaboration/coordination.
Coordinates assessment.
Demonstrates professional leadership.
Demonstrates implementation of technology in teaching and learning.
Acts in accordance with the by-laws and policies as set forth by the school/council/Ashland Independent Board of Education, Kentucky Revised Statutes and school council policies.
Performs instructional duties as prescribed in the Ashland Independent Board of Education/school council policies.
Performs other duties as assigned by the Director in accordance with the best interest of the district.

TERMS OF EMPLOYMENT: Salary and work year to be established by the board of education per the district's Administrative Supplements Schedule (220 days).

SALARY: Performance of this position will be conducted in accordance with the board policy on Evaluation of Certified Personnel. Evaluation of the Early Childhood Specialist will be conducted by the Director of the Regional Training Center / Director of Staff and Student Services.

Updated: 5/23/2016