



COORDINATOR

EARLY EDUCATION SERVICES

JOB DESCRIPTION

JOB TITLE: Coordinator of Early Education Services
REPORTS TO: Chief Academic Officer
LOCATION: Education Support Services

FLSA STATUS: Exempt
PAY GRADE: ADM6
DAYS: 228
JOB ID & DATE: ADM-51 | June, 2023

JOB PURPOSE SUMMARY

Responsible for the program design, governance, and management of the Early Education Services and all pre-kindergarten programming for Adams 14. In addition, this position coordinates with Special Services and CLDE programming to integrate all early childhood services and provide appropriate training for staff in all departments. Serves as the educational leader of Stars and Sandville Learning Centers.

REQUIREMENTS

Education Level Details

Master Degree in Education

License / Certification Required

Colorado Principal License Required, Administrator License Preferred.
Teaching certificate and experience required

Work Experience Required

Minimum of three years of experience as an education leader with campus leadership experience preferred.

Other Skills and Abilities Required

Demonstrated leadership skills
Possesses a moral and ethical compass.
Demonstrates a heart and passion for leadership.
Identifies quality instructional and non-instructional staff and inspires excellence in them.
Shows strong self-esteem.
Makes decisions for the benefit of the school and community s/he serves.
Exhibits the flexibility and willingness to accept change.
Possesses courage and persistence of one's convictions.
Balances a superb intellect with common sense.
Knowledge and expertise in writing grants

KEY FUNCTIONS, ESSENTIAL DUTIES AND RESPONSIBILITIES

Major Responsibilities

- Instructional and Program Management
- Day-to-day program operational supervision
- Serve as liaison to district meetings and activities as early childhood specialist
- Plans, leads and Participates in or presents at professional development meetings, workshops, and seminars for the purpose of conveying and/or gathering information required to perform functions.
- Meet regularly with district personnel and principals to inform and support implementation of appropriate early learning experiences
- Oversee assessment of all programs and make recommendations for improvement where appropriate
- Coordinate the ordering and use of appropriate instructional equipment, supplies and materials for early childhood programs
- Manage the High Quality PK Requirements and Components to stay in compliance

Instructional Management

- Monitor instructional processes to ensure that program activities are related to outcomes and use findings to take corrective actions where necessary.
- Provide instructional resources and materials needed to accomplish instructional goals.
- Establish clear expectations for staff performance with regard to instructional strategies, classroom management, and communication with the public.
- Solicit regular input from campus-level committee about planning, operation, supervision, and evaluation of campus education program. Include students and community representatives when appropriate.
- Develops and implements plans to: Increase student achievement; Increase attendance; Increase graduation rates; Strengthen instructional opportunities; Provide a safe learning environment; and Provide student services
- Comply with federal, state, and local laws and Board policies and procedures and other school district initiatives
- Communicates, collaborates and builds strong relationships with key stakeholders including: Teachers and staff; Students and parents; Community and business partners; Other members of the school and district community

Campus Management

- Selects and mentors a high quality school staff
- Develops and maintains quality data, a balanced budget and operational systems control closely tied to instructional priorities
- Participates in or presents at professional development meetings, workshops, and seminars for the purpose of conveying and/or gathering information required to perform functions.
- Performs personnel administrative functions (e.g. interviewing, selecting, evaluation, supervising, training, etc.) for the purpose of maintaining adequate staffing, enhancing productivity of personnel and achieving objectives within budget.
- Solicit regular input from campus-level committee about planning, operation, supervision, and evaluation of campus education program. Include students and community representatives when appropriate.
- Build a common vision for school improvement with staff. Direct planning activities and implement programs to ensure attainment of the school's mission.
- Establish campus performance objectives for Academic Excellence Indicators using the campus planning process and involving site-based decision making committees.
- Demonstrate campus progress using results to promote school improvement.
- Provide opportunities for interactive communication with the superintendent, staff, students, parents, and community

Student Management

- Act as campus behavior coordinator in accordance with state laws and regulations.
- Work with faculty and students to develop a student discipline management system that results in positive student behavior and enhances the school climate.
- Ensure that school rules are uniformly applied and that student discipline is appropriate and equitable in accordance with the Student Code of Conduct and student handbook.
- Conduct conferences about student and school issues with parents, students, and teachers.

Safety and Security

- Inspects buildings to determine repair work, grounds, special projects, equipment, work orders, daily maintenance and supplies for the purpose of ensuring that projects are completed

efficiently; specifications for major capital improvements are within local/state/federal regulations; and approving inspection reports and payment requests.

- Participates in all safety drills and supports the emergency response teams in crisis situations to ensure district readiness in emergency situations

Budget and/or Resource Responsibilities

- Develop, review and approve campus/departmental operating policies, procedures, and Budgets
- Contribute in collaborative decision making regarding the purchase of resources
- Develops and monitors budget and expenditure allocations for the purpose of ensuring that allocations are accurate, revenues are recorded, expenses are within budget limits and expenditures are authorized in accordance with established limitations.

SUPERVISORY RESPONSIBILITIES

Supervision of campus personnel

PHYSICAL REQUIREMENTS/WORKING CONDITIONS

The work environment characteristics and physical demands described here are representative of those an employee encounters while performing the essential functions of this job.

Environment: Work is typically performed in classrooms, offices, work stations and meeting rooms. The employee may be required to work from a remote location in the event of a declared emergency, temporary closure, or closure. Personal Protective Equipment may be required. The position may require the employee to work some evenings and weekends.

Movement: The position requires occasional walking, standing, sitting, bending, stooping, kneeling, crouching, crawling, and lifting/carrying; work related items weighing less than 40 pounds, such as books, papers and presentation materials.

Physical/Emotional: The employee may work prolonged or irregular hours and must be able to maintain emotional control under stress.

Employee Printed Name: _____ Employee ID Number: _____

Signature: _____ Date: _____