

**27J SCHOOLS
ADMINISTRATIVE JOB DESCRIPTION**

Job Title: Early Childhood Coordinator

Last Modified: December 2020

Work Year: 215 Paid Days

Department: Special Education Department within the Student Achievement Division

Reports To: Director of Special Education

Position Summary: This position is responsible for the oversight of the Early Childhood Education (ECE) Programs throughout 27J Schools and provides purpose and vision for the ECE program ensuring that quality-programming options are available to support a continuum of services. This position requires leadership and decision-making in curriculum, instruction and assessment and ensuring best practice and opportunities for increased achievement for general education and special education preschoolers. Responsibilities also include supporting schools, providing district-wide leadership to guide the development of a responsive, collaborative community that includes all stakeholders in the ECE program, developing the ECE budget to support the intended outcomes for Early Childhood and aligning program goals to seamlessly transition preschoolers to Kindergarten.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Serves as the Principal of the Bright Beginnings Preschool program
 - a. Principal duties include coordinating professional development, curriculum development and implementation, and
 - b. Recruit, hire, supervise and evaluate the Bright Beginnings Preschool staff (certified and classified)
 - c. Collaborate with staff, parents and community partners to promote positive outcomes and a safe educational environment
2. Serves as the direct supervisor and evaluator for district Preschool Dean, Instructional Coaches and TOSA's
3. Manage and monitor the multi-million-dollar Early Childhood Education budgets (Colorado Preschool Program, Special Education, ECARE, and Tuition accounts)
4. Leads and facilitates the curriculum design/adoption/implementation process including 27J instructional frameworks and district common assessments
5. Coaches teacher leaders, teachers (general education/special education) and building administrators in leading district initiatives regarding preschool programming, including educational pedagogy, and improved instruction toward increased student learning
6. Ensures that high quality professional development is available that supports the preschool continuum of services and developmental and academic achievement for all preschoolers.:
7. Monitors and implements state requirements from legislation using CDE and CDHS guidance documents. Responsible for Results Matter, CDHS Licensing and Kindergarten Readiness state reporting
 - a. Oversees placement of all preschool students according to state requirements for CPP, SPED and Tuition
8. Facilitates effective communication throughout the district and community such as, supporting the 27J webpage, district-wide and community engagement, and works as liaison between schools, departments, and the Student Achievement Division

QUALIFICATIONS:

- Required: Master's Degree in an educationally related field
- Required: Must have, or have the ability to obtain within 3 years of hire date (must demonstrate progress towards completion), a current Principal and/or Educational Leadership license from the Colorado Department of Education.

- Required: Minimum of 5 years teaching experience, prefer a minimum of 3 of the required 5 years to be at the preschool or primary elementary (K-2) level.
- Preferred: expertise in the use of technology and its integration within the classroom.
- Preferred: Instructional Coaching experience.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

SKILLS, KNOWLEDGE, EQUIPMENT & OTHER:

Operating knowledge of and experience with personal computers and office equipment required. Ability to program for students with specific disabilities and communicate with a variety of constituencies.

The physical demands, work environment factors, and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

PHYSICAL DEMANDS:

While performing the duties of this job, the employee is regularly required to talk, or hear. The employee frequently is required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms and drive a motor vehicle. The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 10 pounds. The employee must have adequate vision abilities such that they are able to operate a motor vehicle independently for this job.

WORK ENVIRONMENT:

The noise level in the work environment is usually moderate.

MENTAL FUNCTIONS:

While performing the duties of this job, the employee is regularly required to communicate, coordinate, use interpersonal skills and negotiate. Frequently required to synthesize, evaluate, compile and negotiate. Occasionally required to compare, analyze, copy, instruct, compute and compile.