

Bismarck Early Childhood Education Program Coordinator

Purpose Statement

The role of the Bismarck Early Childhood Education (BECEP) Program Coordinator is to direct early childhood programs and services, provide information and serve as a resource, achieve defined objectives by planning, evaluating, developing, implementing, and maintaining services in compliance with established guidelines, and serve as a member of the leadership team.

Supervisory Relationship

Reports to: Director of Special Education

Essential Functions

- **Collaborate with Personnel:** Work with internal and external personnel (e.g., administrators, auditors, public agencies, community members) to implement and maintain services and programs.
- **Data Compilation:** Collect data from various sources (e.g., staff, public agencies) to implement policies and procedures and monitor program components.
- **Coordinate with Administration:** Work with Central Administration staff to maintain physical plant and grounds.
- **Direct Department Operations:** Oversee department operations, service maintenance, and new program implementation to provide timely services in compliance with requirements.
- **Facilitate Meetings:** Organize meetings, workshops, and seminars (e.g., financial procedures, regulatory requirements) to identify issues, develop recommendations, support staff, and represent the District.
- **Monitor Budgets:** Track budget allocations, expenditures, fund balances, and related financial activities to ensure accurate allocations and adherence to budget limits.
- **Participate in Meetings:** Engage in various meetings (e.g., workshops, committees, public agencies) to convey and gather necessary information for administrative responsibilities.
- **Personnel Administration:** Perform personnel functions (e.g., recruiting, interviewing, hiring, training, supervising, evaluating) to maintain staffing, enhance productivity, and achieve program outcomes.
- **Prepare Materials:** Create complex materials (e.g., plans, budgets, reports) for documentation, compliance, audit references, presentations, and supporting actions.
- **Present Information:** Provide information on administrative topics (e.g., financial information, program overviews, policies) to train others and implement actions.
- **Research Topics:** Investigate topics (e.g., grants, community organizations) to stay informed on trends and changes, and to make recommendations.
- **Serve as IEP Administrator:** Administer IEP meetings to ensure the implementation of IEP processes for Early Childhood Special Education students.
- **Liaison Duties:** Act as a liaison to community agencies and district personnel to explain procedures, convey information, and evaluate services related to childcare.
- **Respond to Inquiries:** Provide information and direction to staff, district personnel, and professional organizations as required.
- **Adhere to School Policies:** Follow school policies and procedures.
- **Attendance:** This position requires prompt and consistent attendance.
- **Perform Other Duties:** Undertake additional tasks as assigned to support classroom and school operations.

Job Requirements: Minimum Qualifications

Skills

- Operate standard office equipment
- Plan and manage projects and programs
- Oversee financial activities
- Develop working relationships
- Prepare and maintain records
- Administer personnel policies
- Coordinate with other agencies

Knowledge

- Pertinent laws, codes, policies, and regulations
- Personnel processes
- Standard business practices
- Teaching strategies
- Working with families
- Child development stages

Abilities

- Schedule activities and meetings
- Gather and classify data
- Use job-related equipment
- Work independently and collaboratively
- Analyze data
- Operate equipment
- Manage multiple tasks
- Meet deadlines
- Maintain confidentiality

Responsibility

Responsibilities include: working independently under broad organizational guidelines to achieve objectives; managing a department; supervising the use of funds. Utilization of significant resources from other work units is routinely required to perform the job functions. There is some opportunity to significantly impact the organization's services.

Work Environment

The usual and customary methods of performing the job functions require the following physical demands: some lifting, carrying, pushing, pulling, and fine finger dexterity. Generally requires 75% sitting, 20% walking, and 5% standing. This job is performed in a generally clean and healthy environment.

Experience

Job-related experience within a specialized field is required

Education

Master's degree in a job-related area

Certificates and Licenses

Administrators Credential

Teaching Credential

Continuing Education/Training

Maintains Certificates and/or Licenses

Clearances

Criminal Justice Fingerprint/Background Clearance

FLSA Status

Exempt

Salary Grade

BECEP Coordinator