Poudre School District

HUMAN RESOURCES DEPARTMENT

JOB DESCRIPTION

Job Title:	**Early Childhood Navigator**	FLSA Status:	**Non-Exempt**
Job Family:	**Classified – Program Specialist**	Pay Range:	**PS22H**
Prepared/Revised Date:	**January 14, 2026**	Job Code:	**40541**

SUMMARY: Responsible for the management of processes to ensure the Early Childhood Education program is compliant with federal and state performance standards related to day-to-day administration of eligibility, recruitment, selection, enrollment, attendance, and transportation.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *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. Frequency of duties, percent of time and work year may vary based on department or building assignment. This job description is not intended to be all inclusive and the employee will also perform other reasonably related duties as assigned by the supervisor.*

1. Communicate the enrollment and placement process directly with families and program staff. Collaborate with families in completing all enrollment and health documents. Enter and modify student personal, demographic, health, and educational data and produce reports from student information to monitor compliance. Document, record and enter data after every contact and communication with families, providers and staff members to include the date, time, contact information and what was communicated. Verify immunization records; ensure student record accuracy, completion, compliance, quality, security, and accessibility in the system.
2. Determine eligibility for the Early Childhood Program including Head Start, Early Head Start, and Universal Preschool Program no-cost programs and tuition-based programs. Collaborate in the selection and enrollment of children applying for the Early Childhood Program with the Early Childhood leadership team. May provide referrals and assist families with health and dental health related services and resources in the community for families without insurance.
3. Conduct vision, hearing, and support dental health screenings for all children in the program. Provide oral health training to PSD Early Childhood staff, community childcare partners, and parents with a focus on prevention, education and access to care to comply with program regulations and policies. Order and arrange supplies, schedule all activities, permission forms and coordinate area dentists and dental hygienist volunteers to provide services.
4. Review documents and collaborate with Integrated Services team, finance, child nutrition, transportation, school nurses, and classroom staff about student health information as needed. Collaborate with Child Find Specialist for children with developmental concerns.
5. Utilize data to prepare required reports to support federal, state, and local record keeping requirements.

6. Facilitate and participate in the approximately ten days of activities outlined in the EC program titled *Marketing, Recruitment and Outreach Plan*. Assist Early Childhood leadership team with community partnerships such as the Health Advisory Committee, volunteers for vision/hearing and dental screenings, etc.
7. Participate in relevant training including staff meetings.
8. Coordinate oral interpreters to assist multilingual families in the enrollment process, as needed.
9. Perform other duties as assigned.

EDUCATION AND RELATED WORK EXPERIENCE:

- High school diploma, completion of G.E.D., equivalent vocational school or short-term courses in Early Childhood Education or Child Development
- At least one year experience working with children and families in a community service and/or educational environment, preferred

LICENSES, REGISTRATIONS or CERTIFICATIONS:

- Criminal background check required for hire
- Valid US driver's license

TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:

- Oral and written communication skills
- English language skills
- Bilingual oral and written communication skills preferred
- Interpersonal relations skills
- Math and accounting skills
- Customer service skills
- Critical thinking and problem-solving skills
- Knowledge of child development or early childhood education
- Understand and work toward program mission and goals through assigned job tasks
- Ability to effectively communicate to staff, students, families and community members utilizing cross-cultural and language skills
- Ability to maintain confidentiality in all aspects of the job
- Ability to manage multiple priorities
- Ability to manage multiple tasks with frequent interruptions
- Ability to diffuse and manage volatile and stressful situations
- Ability to maintain honesty and integrity in all aspects of the job
- Ability and willingness to adhere to attendance requirements, including regular and punctual employee presence
- Ability to promote and follow Board of Education policies, District policies, administrative guidelines and building and department procedures

- Ability to communicate, interact and work effectively and cooperatively with people from diverse ethnic and educational backgrounds
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment, and report unsafe conditions to the appropriate administrator

MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:

- Operating knowledge of and experience with personal computers and peripherals
- Operating knowledge of and experience with Microsoft Office and/or other department software packages
- Operating knowledge of and experience with standard office equipment, such as telephones, copier, fax machine, E-mail, etc.

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

	POSITION TITLE	# of EMPLOYEES
Reports to:	Early Childhood Enrollment Coordinator	
Direct reports:	This job has no direct supervisory responsibilities.	

STANDARD PHYSICAL DEMANDS & WORKING CONDITIONS: *Poudre School District is committed to the full inclusion of all qualified individuals. As part of this commitment, Poudre School District will ensure that qualified individuals with disabilities are provided reasonable accommodations. If reasonable accommodation is needed to participate in the job application or interview process, to perform essential job functions, and/or to receive other benefits and privileges of employment, please contact ada@psdschools.org.*

PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand		X		
Walk			X	
Sit				X
Use hands to finger, handle or feed				X
Reach with hands and arms		X		
Climb or balance	X			
Stoop, kneel, crouch, or crawl		X		
Talk				X
Hear				X
Taste	X			
Smell	X			

WEIGHT and FORCE DEMANDS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds			X	
Up to 25 pounds			X	
Up to 50 pounds	X			
Up to 100 pounds	X			
More than 100 pounds	X			

MENTAL FUNCTIONS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare				X
Analyze			X	
Communicate				X
Copy			X	
Coordinate				X
Instruct			X	
Compute				X
Synthesize		X		
Evaluate		X		
Interpersonal Skills				X
Compile				X
Negotiate		X		

WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)	X			
Work near moving mechanical parts	X			
Work in high, precarious places	X			
Fumes or airborne particles	X			
Toxic or caustic chemicals	X			
Outdoor weather conditions	X			
Extreme cold (non-weather)	X			
Extreme heat (non-weather)	X			
Risk of electrical shock	X			
Work with explosives	X			
Risk of radiation	X			
Vibration	X			

VISION DEMANDS:	Required
No special vision requirements.	X

VISION DEMANDS:	Required
Close vision (clear vision at 20 inches or less)	
Distance vision (clear vision at 20 feet or more)	
Color vision (ability to identify and distinguish colors)	
Peripheral vision	
Depth perception	
Ability to adjust focus	

NOISE LEVEL:	Exposure Level
Very quiet	
Quiet	
Moderate	X
Loud	
Very Loud	