



Park Hill School District

Position Description

POSITION TITLE: Coordinator of Early Education Programs

F.L.S.A.: Exempt

REPORTS TO: Director of Special Services

MAJOR JOB RESPONSIBILITIES:

The Coordinator of Early Education Programs is responsible for providing effective instructional leadership and is accountable for the school's operation. Major responsibilities include the educational program, professional and classified staff, student development, facility maintenance and management, fiscal management activities, and developing effective community relations.

QUALIFICATIONS:

- Minimum of three years of teaching experience preferred.
- Elementary Principal certification or Special Education Director certificate preferred.
- Education Masters Degree with Specialist preferred.
- Effective leadership skills and experiences.
- Proven background in instruction, assessment & professional development.
- Early Childhood experience preferred.
- Proven background in state and federal grant management.
- Proven background in the fiscal management of fee-based pre-school programs.

ESSENTIAL JOB FUNCTIONS

1. Participates in developing building goals according to the educational goals of the district.
2. Develops and implements educational programs according to goals and strategic plan of the district and school site based team.
3. Works with staff to develop a cohesive early childhood education center blending the educational practices of Parents as Teachers, Community Education Preschool, and the Early Childhood Special Education Preschool.

Coordinator of Early Education Programs (continued)

4. Coordinate and oversee the state and federal grant guidelines associated with Parents as Teachers, Early Childhood Special Education, and Title I.
5. Maintain state accreditation and/or licensing standards for the district's early childhood program.
6. Provides leadership in developing the necessary climate for change and growth within the school.
7. Demonstrates effective screening and interviewing skills to select staff that will compliment existing staff.
8. Evaluates instruction and provides feedback to teachers/staff that improves achievement.
9. Provides staff development on an ongoing basis to involve staff in assessing and improving instruction, improving building communication, improving working relationships in the school, and improving ways to provide support to staff.
10. Monitors student progress throughout the year.
11. Provides for a safe, orderly, positive, clean school environment.
12. Provides for a systematic program of self-evaluation to improve daily performance.
13. Manages resources, personnel and time in order to provide for effective and efficient day-by-day operation of the school.

OTHER JOB FUNCTIONS:

1. Ensures faculty involvement in the identification and development of goals that improve classroom instruction and increase student learning.
2. Provides an orientation program for new staff members.
3. Supports and participates in parent/community activities.
4. Informs appropriate central office personnel of problems, progress and plans in the building as they occur and identify.
5. Provide timely and accurate information to parents and patrons.