

Policy Number: JD 005	Title: Early Childhood Education Coordinator
Performance Standard:	Original Date: 12/4/2008
USD 418 BOE Policy:	Policy Council Approval/Revision: 12/2008 9/2017

Qualifications: B.A. Degree in Early Childhood Education or EC Special Education
Working knowledge of computer programs and software
Completed KBI criminal background check
Pre-employment Physical Exam w/TB skin test

Reports to: Director

Job Description: Overseas Head Start staff to ensure that the educational goals of the Early Childhood program are met. Provides curriculum training, coaching, supports and monitors the classrooms.

Essential Functions:

1. Works with Head Start Program Performance Standards and USD418 policies and procedures and special education regulations.
2. Collaborates with other community agencies that provide early childhood training. Facilitates curriculum training for Early Childhood sites and partnership staff.
3. Ensures the child outcomes and goals of the Early Childhood program are met.
4. Works with teachers to complete transitions to Kindergarten. Ensures education transition folders have the required documents to pass on to Kindergarten teachers from PreK classes i.e. screener scores, assessment scores, and transition paperwork.
5. Works with the director to ensure the children have an appropriate learning environment and high quality education.
6. Observes, monitors, and coaches classroom staff.
7. Assists the director in determining appropriate curriculum and assessment.
8. Works with teachers to ensure curriculum and assessment is used with fidelity.
9. Works with the director and assistant directors to update and implement work plans, policies and procedures.
10. Assist with the annual self-assessment and the Community Needs Assessment.
11. Maintain confidentiality.