

TITLE: Early Childhood Education/Mental Health Coordinator

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

Reports to: Early Childhood Director

Job Description: Oversee Early Childhood staff to ensure that the educational goals of the Early Childhood program are met. Provides curriculum training, coaching, supports and monitors the classrooms. Provides leadership and coordination for the planning, implementation and monitoring of early intervention services provided through the Early Childhood Center

Essential Functions:

1. Works with Head Start Program Performance Standards and USD 418 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 Pre K 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 in the areas of education and mental health.
10. Facilitates the mental health curriculum in the classrooms.
11. Regularly enters data in the child tracking system and own systems to monitor mental health services.
12. Assist with the annual self-assessment and the Community Needs Assessment.
13. Works with staff to adapt the curriculum to meet the needs of individual children with disabilities.
14. Keeps current on changes or developments in the field of mental health by attending professional meetings, reading professional journals, other

publications, and discussing problems of mutual interest with others in the field.

15. Regularly enters data into the child tracking system, and other systems to monitor education services. Provide reports to the Early Childhood Director monthly and weekly as directed.
16. Maintain confidentiality.
17. Additional duties as determined by the Early Childhood Director.

Terms of Employment: Teacher contract plus 15 additional days per year and other benefits in accordance with board of education policy and appropriated over twelve months.

Evaluation: Performance of job will be evaluated in accordance with board policy.