

JOB DESCRIPTION

TITLE: Early Childhood Coordinator

QUALIFICATIONS: The applicant shall possess certification in preschool or early childhood and a Master's Degree.

JOB GOAL: The Coordinator is responsible for oversight of the Early Childhood Program in Richland Parish. The Early Childhood Coordinator shall ensure the quality and integrity of all aspects of the program. This is a nine month salaried position.

SPECIFIC RESPONSIBILITIES:

1. Review, update, and insure implementation of the curriculum in classrooms to meet required standards and the individual needs of preschool children including developmental-delayed preschool children.
2. Develop and distribute media/publicity relative to Child Search and participate in Child Search Month activities for children with disabilities ages 0-5 years.
3. Develop and direct program assessment and program review process.
4. Attend professional development and trainings for CLASS, TS GOLD, and Early Childhood initiatives
5. Conduct classroom observations using CLASS and informal instruments.
6. Provide specific feedback to teachers concerning strengths and areas in need of improvements.
7. Model, coach, and co-teach in early childhood classrooms as needed.
8. Support and assist with TS GOLD and DRDP-K documentation of student progress as well as monitoring tracking procedures for early intervention services and referrals.
9. Participate in the development of interagency agreements for screening, referral, and identification of children with disabilities 0-5 years.
10. Participate in follow-up and transition activities involving children with disabilities 0-5.
11. Act as a consultant to personnel in day care centers and private schools in which developmental delayed preschool students are enrolled when the IEP indicates the need for consultant services.
12. Prepare grant proposals, reviews, reports, and budgets in required systems in a timely manner.
13. Communicate with direct supervisor concerning Early Childhood activities.
14. Collaborate with Early Childhood agencies.
15. Develop and maintain public relations including coordinated registration, funding, and enrollment of students.
16. Keep accurate and up-to-date records as established by local policy and complete required reports within required timelines.
17. Provide inservice training to early childhood staff related to resources, standards, curriculum, teaching strategies, initiatives, classroom management, following IEP, IFSP implementation, ESYP, and required documentation.

18. Maintain records and documentation concerning student attendance, professional development, and parent involvement activities for early childhood.
19. Keep abreast of new developments in the areas of diagnosis, assessment, and treatment as it relates to infant and preschool evaluation and services.
20. Prepare a professional growth plan and a self-evaluation report for the evaluation period.
21. Coordinate child search activities with school, home, and service agencies in providing services to children, including public agencies, public and private service providers, public and private medical communities, parent organizations, boards, and committees.
22. Perform all other duties as assigned by superintendent.

Employee's Signature

Date