

DISTRICT SCHOOL BOARD OF PASCO COUNTY

JOB DESCRIPTION

Early Childhood Coordinator

Department: Early Childhood Programs	Job Code: TBD
FLSA: <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Non-Exempt	Salary Schedule: 64N
Reports To: Education Specialist and Supervisor	Work Days: 206 Days
Board Approved Date: November 6, 2018	Work Hours: 7.5 hrs/day

JOB GOAL: Responsible for coordinating the implementation of educational and support services to enrolled families with young children. This includes mentoring and coaching center-based and home-based staff to ensure compliance with federal and state standards, laws, and regulations.

ESSENTIAL DUTIES & RESPONSIBILITIES: *The following statements of duties and responsibilities are intended to describe the general nature and level of work being performed by individuals assigned to this position. These statements are not intended to be an exhaustive list of all duties and responsibilities required of all personnel within this position.*

1. Monitor and provide coaching and support to staff to implement a developmentally appropriate researched-based curriculum, which is aligned to state standards and federal child outcomes.
2. Support staff to implement well-organized learning environments with developmentally appropriate schedules, lesson plans, and learning experiences that provide adequate opportunities for choice, play, exploration, and experimentation among a variety of learning, sensory, and motor experiences to support all children's engagement in learning experiences and activities, including teacher-directed and child-initiated activities, active and quiet learning activities, and opportunities for individual, small group, and large group learning activities, including the classroom, home-based and socialization settings.
3. Ensure that staff completes screenings and assessments as required by federal, state and district requirements; integrates assessment data in individual and group planning; and implements interventions and make referrals for evaluations as needed.
4. Collaborate with intervention and evaluation teams to recommend appropriate strategies and interventions for children and families.
5. Provide coaching and support to staff, and ensure teaching practices that focus on English language acquisition are included for dual language learners.
6. Monitor and support staff to ensure all transition components are completed.
7. Conduct classroom observations and use appropriate tools to assess the classroom environment, including walk-throughs and the Classroom Assessment Scoring System (CLASS) as required by federal law.
8. Monitor and ensure that all components of "Active Supervision" are implemented by staff.
9. Oversee and coordinate with staff to meet the needs of all program functions, including classroom coverage, substitutes, maintaining ratios and other needs.
10. Ensure compliance with all federal and state child attendance requirements.
11. Support staff to encourage and support family engagement, including parent volunteering, home visits and parent conferences.
12. Perform other duties as assigned.

MINIMUM REQUIREMENTS:

Requirements are representative of minimum levels of knowledge, skills and/or abilities. To perform this job successfully, the incumbent will possess the abilities or aptitudes to perform each duty successfully. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

KNOWLEDGE, SKILLS & ABILITIES:

- Knowledge of related federal, state, and local rules, regulations, statutes, and policies
- Knowledge of curriculum and assessment systems
- Ability to analyze data and use data driven decision making to implement effective programs
- Ability to read and interpret journals, articles, research studies, Florida statutes, federal regulations, state Board rules, and school Board policies
- Operating knowledge of computer programs, including email, word processing, spreadsheets, and databases
- Ability to communicate effectively with a variety of audiences, orally and in writing, including electronic media

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- Ability to organize, prioritize, manage and carry out duties efficiently and within established timeframes
- Initial health examination that includes screening for tuberculosis to assure no significant risk to the health and safety of others

EDUCATION, TRAINING & EXPERIENCE:

- Bachelor's degree in early childhood education/child development from an accredited institution
OR
Bachelor's degree with coursework equivalent to a major in early childhood education/child development from an accredited institution with experience teaching preschool age children
OR
Bachelor's degree in a related field with experience teaching preschool age children and Condition of Employment to complete coursework within three years; progress of at least two courses per year is required

CERTIFICATES, LICENSES, & REGISTRATIONS:

- Satisfactory completion of First Aid and Cardiopulmonary Resuscitation (CPR) course for infants and toddlers

PREFERRED QUALIFICATIONS:

- Post graduate coursework in early childhood education, child development, or related field
- Experience working with prekindergarten children
- Experience working with economically disadvantaged children
- Experience providing training

***Current and former parents or guardians of children served by the Head Start program must receive preference for employment in Head Start vacancies for which they apply.**

SUPERVISORY RESPONSIBILITY: none

PHYSICAL REQUIREMENTS *(Describes physical conditions of this position):*

<input type="checkbox"/>	Sedentary Work	Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently to lift, carry, push, pull or move objects. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.
<input checked="" type="checkbox"/>	Light Work	Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force frequently. If the use of arm and / or leg controls require exertion of forces greater than that for sedentary work and the worker sits most of the time, the job is rated as Light Work.
<input type="checkbox"/>	Medium Work	Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently and/or up to 10 pounds of force constantly to move objects.
<input type="checkbox"/>	Heavy Work	Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects.
<input type="checkbox"/>	Very Heavy Work	Exerting in excess of 100 pounds of force occasionally, and/or in excess of 50 pounds of force frequently, and/or in excess of 20 pounds of force constantly to move objects.

PHYSICAL ACTIVITY:

(Physical activities of the job are listed below and are with or without accommodations for disabilities for this position. Frequency of each applicable activity is noted according to the following: R = Regularly; F = Frequently; O = Occasionally, S = Seldom)

R	Sitting	Resting with the body supported by the buttocks or thighs.
R	Standing	Assuming an upright position on the feet particularly for sustained periods of time.
R	Walking	Moving about on foot to accomplish tasks, particularly for long distances.
S	Climbing	Ascending or descending ladders, stairs, scaffolding, ramps, poles, etc. using feet and legs and/or hands and arms.
O	Balancing	Maintaining body equilibrium to prevent falling when walking, standing or crouching on narrow, slippery or erratically moving surfaces.

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O	Bending	Lowering the body forward from the waist.
O	Stooping	Bending body downward and forward by bending spine at the waist through the use of the lower extremities and back muscles.
S	Kneeling	Bending legs at knee to come to a rest on knee or knees.
O	Crouching	Bending the body downward and forward by bending leg and spine.
S	Crawling	Moving about on hands and knees or hands and feet
O	Twisting	Moving body from the waist using a turning motion.
O	Reaching	Extending hand(s) and arm(s) in any direction
S	Pushing	Using upper extremities to press against something with steady force in order to thrust forward, downward or outward.
S	Pulling	Using upper extremities to drag, haul or tug objects in a sustained motion.
O	Lifting	Raising objects from a lower to a higher position or moving objects horizontally from position- to-position through the use of the upper extremities and back muscles.
R	Finger Dexterity	Picking, pinching, typing or otherwise working primarily with fingers rather than with the whole hand or arm.
O	Grasping	Applying pressure to an object with the fingers and palm.
O	Feeling	Perceiving attributes of objects, such as size, shape, temperature or texture by touching with skin, particularly that of fingertips
F	Repetitive Motions	Substantial and continuous movements of the wrists, hands, and/or fingers.
R	Talking	Expressing or exchanging ideas by means of the spoken word. Those activities in which detailed or important spoken instructions must be conveyed accurately, loudly or quickly.
R	Hearing Acuity	The ability of perceive speech and other environmental sounds at normal loudness levels.
R	Visual Acuity	The power to see at a level which allows reading of numbers and text, operations of equipment inspection of machines, etc.

WORKING CONDITIONS:

(Conditions the worker will be subject to in this position with or without accommodations for disabilities. Indicate all that apply to the position with an "X". Please note that there can be more than one condition.)

Indoors and Outdoors The worker is subject to both environmental conditions. Activities occur inside and outside.

MACHINES, TOOLS, EQUIPMENT:

(Machines, tools, equipment, electronic devices, vehicles, etc, used in this position.)

General office equipment, including personal computers, fax machines, copiers, telephones, etc.

Pasco County School District will provide reasonable accommodations to qualified individuals with disabilities to allow them to perform the essential functions of the job when such individuals request an accommodation.