

GRANT PARISH SCHOOL BOARD

Job Description

TITLE: *Early Childhood Coordinator*

QUALIFICATIONS: Louisiana certification as set forth in Louisiana Standards for State Certification of School Personnel (Bulletin 746) in Early Childhood

REPORTS TO: Elementary Supervisor

SUPERVISES: None

ACCOUNTABILITY: Performance of this job will be evaluated in accordance with provisions of the board's policy in reference to the evaluation of personnel.

SALARY: 11 - Month Certified Salary Scale

TERMS OF EMPLOYMENT: 11 - Months

JOB GOAL: The Early Childhood Coordinator is responsible for the implementation of the Early Childhood Program designed to prepare preschool children for kindergarten and school success.

PERFORMANCE RESPONSIBILITIES:

- Assumes responsibility for observing and mentoring early childhood teaching staff.
- Observe early childhood teachers using CLASS (Classroom Assessment Scoring System).
- Serve as lead agency contact for Early Childhood Cohort.
- Plan and schedule lead agency meetings for cohort members.
- Plan and deliver quarterly early childhood meetings and training.
- Mentor teachers in a variety of early childhood programs used in our system (TS GOLD, CLASS, Conscious Discipline, Handwriting without Tears, Creative Curriculum, etc.).
- Attend meetings with Louisiana state department personnel and bring back information to the parish.
- Manage applications received for early childhood programs and collect documentation needed to determine student eligibility throughout the school year.
- Maintain and manage early childhood student folders.
- Maintain accurate information in early childhood online systems (TS GOLD, Pre K portal, CLASS System).
- Conduct professional development for early childhood teachers.
- Coordinate family and community engagement activities to promote early education.

PROFESSIONAL RESPONSIBILITIES:

- Engage in self-reflection and growth opportunities to support high levels of learning for all students.
- Collaborates and communicates effectively with families, colleagues, and the community to promote students'

academic achievement and to accomplish the school's mission.

- Maintain professional personal appearance and demonstrate respect for colleagues.
- Attend work regularly; report to work on time; and provide advance notice of need for absence.
- Complete work efficiently and accurately (with few/no errors) within deadlines without supervision.
- Perform job responsibilities consistently, use time wisely, plan properly, take care of materials and equipment.
- Maintain confidentiality and demonstrate trustworthiness; exercise good judgment.
- Support, implement, assist with, and/or ensure application of district initiatives and other programs or directives of the Superintendent and Board.
- Keep direct supervisor informed of the progress being made in the area(s) of responsibility.
- Attend meetings and/or staff development that address area(s) of responsibility as directed by supervisor.
- Complete and submit all forms, reports, documentation, and training by required dates and in accordance with district policies and procedures.
- Communicate appropriately and work effectively with all populations.
- Remain open to suggestions and innovative ideas; receive and apply feedback.
- Demonstrate competence in areas of responsibility.
- Follow the specific requirements established by the School Board (LEA), State Department of Education (SDE), the State Board of Elementary and Secondary Education (SBESE), and/or Federal regulations and guidelines established by each.
- Perform any duty, not specifically assigned, as deemed necessary by the assigning authority in order to maintain continuity where needed.

While the operation of the Grant Parish School Board and its schools is governed by the provisions of this and all other policies, as well as the procedures of the individual schools, no policy manual can list each and every instance of misconduct that is precluded. Accordingly, employees are cautioned that the appropriateness of certain actions or behaviors must necessarily be dictated by the nature of the position held by the employee and commonsense. By virtue of one's education and experience, an employee knows and understands that certain actions or conduct are unacceptable even in the absence of formal policy. For instance, without the need of a specific prohibition or warning, a classroom teacher should be aware of the impropriety of certain practices such as leaving students unattended, using profanity or sexually suggestive language or bringing a firearm onto campus. Such conduct constitutes both incompetence and willful neglect of duty and will result in the imposition of discipline up to and including termination.

I certify that I have reviewed and understand each requirement and that I am capable of meeting each and every requirement.

Employee Printed Name: _____

Employee Signature: _____

Date Signed: _____

Supervisor Signature

Date

