



# Little Rock School District

## JOB DESCRIPTION

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**Position Title:** Early Childhood Coordinator

**Prepared Date:** 06/22/2022

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### **JOB GOAL:**

Responsible for providing assistance to the Director of Early Childhood Education in the area of administration in order to achieve the departmental goals.

### **TERMS OF EMPLOYMENT:**

Eleven (11) month (220 days) contracts, Pay 802 Grade 21, plus Benefits Package. NOTE: Precise placement within the salary range will be determined based upon education and experience. **FLSA: Non-Exempt**

### **QUALIFICATIONS:**

1. Master's Degree or higher.
2. Valid Arkansas Teaching License as an Elementary Principal.
3. Knowledge of the Early Childhood State Program Standards, Early Childhood Framework and Benchmarks.
4. Evidence of Pre-K ELLA Training preferred.
5. Knowledge of early childhood development.
6. Knowledge of pedagogy and curriculum development appropriate for preschool education.
7. Evidence of strong experience in dealing with student problems and successful experience with parent and staff involvement.
8. Evidence of strong commitment to quality integrated education.
9. Strong interpersonal skills.
10. Evidence of strong organizational skills.
11. Evidence of strong oral and written communication skills

### **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. Assumes responsibility for the management and monitoring of the Early Childhood Center, and serves as a chief advisor to the Director of Early Childhood on matters pertaining to administration and early childhood program implementation in the Center.
2. Serves on such advisory groups and task forces as assigned by the Director of Early Childhood.
3. Has a working knowledge of the Early Childhood Program Standards and Assurances.



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4. Implements the process whereby Center needs are identified. Alerts the Director of Early Childhood regarding needed logistical and consultative support in order to accomplish this task.
5. Creates a learning community of children and adults that promotes optimal child development and healthy families; establishes a personal relationship with staff; works with staff to function as a professional learning community; maintains a personal relationship and familiarity with the children and parents; works with parents to promote cooperation and understanding of the program
6. Administers, plans and oversees implementation of instructional preschool activities which promote developmentally appropriate student learning according to established guidelines.
7. Coordinates and facilitates curriculum development for the program; works with PRE to develop procedures for evaluating new programs, strategies, procedures; collects pertinent data; works collaboratively with PRE to analyze the data and prepares an annual report of the research.
8. Maintains records of each child's growth; ensures the needs of individual children are met; refers children to support services within the community as needed.
9. Formulates and develops policies, procedures, rules regulations, programs and activities related to the Center's programs and services; develops and implements plans for the personnel in areas related to special needs, recruiting students, selecting program staff and estimating and ordering needed equipment and supplies.
10. Assists in the development of the annual preliminary preschool budget; analyzes and reviews budgetary and financial data; controls and authorizes expenditures in accordance with established limitations, maintains an inventory of all equipment, furniture and costly instructional items.
11. Trains and evaluations the performance of assigned staff; interviews and selects employees and recommends transfers, reassignment, termination and disciplinary actions.
12. Implements immediate and long-term objectives adopted by the Advisory Committee and the Early Childhood Center Leadership Team.
13. Establishes partnerships with program staff, family members, board members, community representatives, civic leaders, and other stakeholders to design and improve services for children and their families.
14. Communicates with other administrators, personnel, departments and outside organizations to coordinate activities and programs, resolves issues and conflicts and exchanges information.
15. Advocates on behalf of high-quality services to meet the needs of children and their families; cooperates with state and community organizations in providing information to the public on the need for research related to effectiveness of early childhood education for preparing children for school.
16. Maintains membership in professional organizations and associations related to early childhood.
17. Cooperates with the Center's Resource Facilitator and other agencies in the development and presentation of parent education and involvement workshops; assists in organizing recruiting volunteers and speakers; prepares and delivers oral presentations to community organizations.
18. Performs other duties as may be assigned.

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.



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#### **Mental Functions, Physical Requirements, and Working Conditions:**

While performing the duties of this job, the employee is regularly required to sit, stand, walk, go up and down stairs, and operate foot and hand controls, and use a telephone and write. Occasionally the employee must lift and/or move up to twenty (20) or more pounds. This position requires accurate perceiving of sound, near and far vision, depth perception, handling and working with educational materials and/or objects, and providing oral information. Must have the ability to work for the duration of the daily contracted time period, and to be physically present and at assigned work, with only infrequent unexcused absences, during the contract year. Additional technical skills, knowledge, and abilities may be recommended by immediate supervisor and approved by the Human Resources Director.