

Job Title:	<b>PRESCHOOL COORDINATOR</b>	Reports to:	<b>Director of Special Education</b>
FLSA status:	<b>Exempt</b>	Supervisor duties:	<b>Staff</b>
Classification:	<b>Certified</b>	Approved on:	<b>10/13/2020</b>
Position Summary:	Provide leadership in the development, implementation and evaluation of curricula and program for preschool education.		

**ESSENTIAL DUTIES & RESPONSIBILITIES:**

- Create a preschool environment conducive to learning and appropriate to the physical, social, and emotional development of students with an emphasis on language development and emergent literacy skills
- Project coordinator responsible for oversight of project implementation, budget, monitoring and reporting.
- Maintain attendance and enrollment records of children participating in the Early Childhood Program
- Develop and facilitate child development instruction for parents
- Design and facilitate interactive parent and child literacy activities
- Provide for the screening and preparation of children to fully participate in program services IEP-MET
- Conduct and supervise the completion of pre and post assessments for children including those with developmental delays and special education disabilities as qualified
- Conduct Eligibility Assessments, train staff to conduct
- Establish instructional programs based on scientifically based reading research and in line with the program descriptions outlined by the Preschool Grant
- Work collaboratively and be a resource to head start programs, students, and families living on the reservation
- Model developmentally appropriate activities and positive behavior management techniques through daily contact with children and early childhood staff in the classroom
- Lead regularly scheduled Early Childhood team meetings
- Participate in team planning sessions with all project staff to ensure well-coordinated and effective delivery of project services to meet program objectives
- Work cooperatively and effectively as a team member by communicating and contributing information on a continuous basis
- Supervise and provide leadership and support for early childhood providers
- Arrange for the provision of staff development for early childhood and other staff in the area of child development
- Maintain open, friendly, and cooperative relationship with each child's family and encourages their involvement in the program
- Continue professional development through attending workshops, conferences and other staff development
- Conduct and implement best practices to all staff
- Advocate and promote program by keeping informed of and participating in local state and national organizations/agencies
- Maintain up to date knowledge of current child development practices
- Demonstrate behavior that is professional, ethical, and responsible
- Perform other duties and responsibilities as assigned by the Director of Special Education
- Other duties as assigned

**KNOWLEDGE, SKILLS & ABILITIES:**

- Ability to communicate effectively verbally and in writing.
- Ability to apply common sense understanding to solve practical problems and deal with a variety of situations.
- Knowledgeable in school law and regulations. The Coordinator must have knowledge of writing and implementing IEPs.
- Communication skills and traits that promote a child friendly atmosphere and be able to maintain confidentiality.

- Ability to supervise students in small or large groups.
- Knowledge of special education and school procedures
- Ability to train parents to address the special needs of their preschool children
- ability to train administrators, teachers, and other instructional professionals in the application of learning methodology
- Skilled in using best practices in inclusion methodology and addressing students' IEP needs.

## **QUALIFICATIONS & REQUIREMENTS:**

### **Education & Experience:**

- Masters's Degree in early childhood education or related field
- Experience working with children with some behavioral management desired.
- Demonstrated understand, patience and receptive attitude towards children.

**Computer Proficiency:** MS Office Suite, Google Suite

## **PHYSICAL DEMANDS**

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is required to reach with hands and arms. This position requires the use of strength to lift items needed to perform the functions of the job; sit, stand and walk for required periods of time; speak and hear; use close vision, color vision, peripheral vision and depth perception along with the ability to focus vision; communicate effectively in English, using proper grammar and vocabulary. American Sign Language or Braille may also be considered as acceptable forms of communication; the employee would be required to carry up to 20 pounds safely and could occasionally lift or move up to 50 pounds.

## **WORK ENVIRONMENT:**

The position is exposed to a variety of childhood and adult diseases and illnesses; occasional exposure to a variety of weather conditions; exposure to heated/air conditioned and ventilated facilities; exposure to a building in which a variety of chemical substances are used for cleaning, instruction, and/or operation of equipment; function in a workplace that is usually moderately quiet but that can be noisy at times.

*Disclaimer: The duties and responsibilities identified in this position description are illustrative only and are in no way intended to be a complete list of activities that may be required of an incumbent. The information contained in this job description is for compliance with the American Disabilities Act (ADA) and is not an exhaustive list of duties performed for this position. Additional duties may be performed by the individual currently holding this position and additional duties may be assigned.*