

JOB DESCRIPTION

DEPARTMENT: SPECIAL SERVICES

JOB TITLE: EARLY CHILDHOOD COORDINATOR
(Level E; 12 month)

REQUIREMENTS:

- A. Education Level:** Master's degree, endorsement in a special education field. Certification: South Dakota teacher certificate.
- B. Experience Desired:** At least 3 years teaching or supervising in an early childhood setting. Successful leadership experience.
- C. Physical Requirements:** Requires hearing, hand-eye coordination, and mind-eye coordination; frequent repetitive motions with wrists, hands, fingers. Intermittent driving, keyboarding, sitting, standing, walking and lifting.
- D. Other Requirements:** Excellent oral and written communication skills. Computer proficiency. Budget experience. Skills in human relations, leadership and conflict management. Demonstrated knowledge of best practices in curriculum and programming for early intervention. Demonstrated ability to work well with others.

REPORTS TO: Special Services Director

RECEIVES GUIDANCE: Principals

SUPERVISES: Head Start Supervisor, Early Childhood Birth to 3
Special Education Administrator

DATE: Revised February 2017

ESSENTIAL FUNCTIONS AND DUTIES:

1. Provides leadership to early childhood programs.
2. Leads staff in the development of early childhood and early childhood special education programs, curriculum and assessment. Delivers programs in a natural setting and District classroom setting the fullest extent appropriate.
3. Oversee instruction and transportation services to assure efficient referral and placement of students.
4. Coordinates the use of district resources for early childhood programming. Takes leadership in budget and grant development and management for assigned areas.
5. Elicits parental and community involvement in early childhood programming.
6. Participates in recruiting and selecting staff.

7. Provides support and technical assistance to staff through routine visits, regularly schedules meetings, and responses to requests for assistance.
8. Assesses staff training needs and plans appropriate professional development activities.
9. Supervises and provides technical assistance to district-wide Assistive Technology program.
10. Assists in developing and implementing procedures to comply with Federal law and performance standards, State rules and District policies and procedures.
11. Develops partnerships within the community and state to promote and develop early childhood programs.
12. Assists in the development of department policies and procedures.
13. Assists in accomplishing district and department goals.
14. Performs other duties assigned by the Special Services Director

WORKING CONDITIONS:

A.	<u>Inside</u>	<u>Outside</u>	<u>Both</u> XXX
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B. Climatic Environment:

Some District classrooms and work areas are not climate controlled and are subject to extremes of temperature and humidity. The itinerant status of this position requires exposure to the outside environment as travel between schools is required.

C. Hazards:

Stairs, drafts, chalkdust and exposure to communicable diseases.
Travel between schools will cause exposure to hazardous driving and walking conditions.

I have read and understand this job description and can fulfill the essential functions as listed.

Signature

Date

Print Name