

# YKSD JOB DESCRIPTION



<b>JOB TITLE:</b> Coordinator of Early Childhood Education/Federal Programs Support	
<b>SUPERVISOR:</b> Director of State & Federal Programs	<b>CLASSIFICATION:</b> CERTIFIED (YKAA)
<b>DAYS/MONTHS:</b> 210 DAYS	

## **GENERAL RESPONSIBILITIES**

Position works closely with site Pre-K teachers and provides support to ensure that children ages four & five years old enrolled in the district pre-school program have accessible, comprehensive, developmentally appropriate and culturally relevant educational experiences and materials. This position will also work closely with the Federal Programs Director to coordinate federal program activities and act as a liaison for with partnering organizations. In addition, he or she will help monitor and track information needed for reports including financial information, participation and evaluation.

## **DUTIES & EXPECTATIONS**

1. Coordinate all aspects of the district Pre-K programs.
2. Make appropriate reports to the Superintendent, Board, and Director of State and Federal Programs.
3. Create and sustain meaningful implementation of supporting all grant programs
4. Develop and submit grant proposals as needed
5. Travel to river schools in need of grant implementation and program support
6. Provide professional development for primary staff.
7. Targeted one-to-one coaching during site visits.
8. Monitoring all Pre-K assessment and Kindergarten Developmental Profile and formative assessments through 3<sup>rd</sup> grade.
9. Working with evaluator to collect and report data.
10. Coordinate highly qualified for paraprofessionals.
11. Other duties as assigned.

## **EQUIPMENT USED**

Standard office equipment, including computer, printer, copier, fax machine, telephone system, and video conferencing.

## **INDEPENDENT DECISIONS**

Makes decisions of a routine, job-related nature, based on School Board policy, district and/or building rules.

## **PRIMARY WORKING CONTACTS**

Administrators, teachers, and district office staff.

# YKSD JOB DESCRIPTION



## **SUPERVISION RECEIVED AND EXERCISED**

Receives oral and/or written instructions from department administrator.

## **UNUSUAL WORKING CONDITIONS**

Some evening and weekend work will be required. Some travel required.

## **EVALUATION**

Annual written evaluation.

## **PHYSICAL AND MENTAL DEMANDS**

The physical demands include: occasional lifting carrying, pushing and/or pulling; some climbing; some stooping, kneeling, crouching and/or crawling; and significant reaching, handling, speaking, writing, hearing, and fine finger dexterity; frequent standing, walking, and sitting, and lifting up to 40 pounds.

## **QUALIFICATIONS**

**Education:** Bachelors Degree in Education.

**Experience:** At least five years successful administrative experience preferred.

## **Knowledge, Skills and Abilities:**

- Organizational skills must be sufficient to develop and implement programs, and provide support.
- Strong oral and written communication skills, including public relations skills.
- Extensive computer skills to include Word, Excel, database entry, internet research.
- Maintain strict confidentiality.
- Demonstrated ability to work with parents, colleagues, staff, and outside agencies.
- Demonstrated ability to work in cultural rural Alaska settings.
- Meet deadlines and schedules, set priorities, and organize workload effectively, efficiently and independently, maintaining professional composure at all times.
- Organize and maintain records and files with accuracy.
- Locate and compile information, data or facts from designated sources.
- Plan and coordinate professional development activities related to Pre-K programs.
- Must be able and willing to travel in small planes to rural sites.