

**Richland Parish School Board
Job Description**

TITLE: Early Childhood Coordinator

MINIMUM QUALIFICATIONS: United States citizen or authorized alien with the physical and mental stamina and ability to perform performance and professional responsibilities.

QUALIFICATIONS: Valid Type A/Level 2 Teaching Certificate and three years of successful teaching experience; Master's Degree preferred; such alternatives to the preceding qualifications as the Superintendent may find appropriate and acceptable.

REPORTS TO: Assigned supervisor(s) and/or Superintendent

JOB GOAL: Oversee and ensure the quality and integrity of all aspects of an Early Childhood Program in Richland Parish program.

TERMS OF EMPLOYMENT: 9 Month with 10th optional month (i.e. daily rate of pay 10 days prior and 10 days after the contracted year)

EVALUATION: Performance Evaluation, annually

COMPENSATION: Adopted RPSB Certified Salary Schedule

PERFORMANCE RESPONSIBILITIES:

1. Assume responsibility for growth in student learning in the assigned area of responsibilities.
 - a. Ensure that student growth is continuous and appropriate for all students.
 - b. Develop and meet two yearly goals which positively affect student achievement through job responsibilities
 - c. Develop and meet monthly math goals aligned to Louisiana Math Pillar(s)
2. Review, update, and ensure implementation of the curriculum in classrooms to meet required standards and the individual needs of preschool children including developmental-delayed preschool children.
3. Develop and distribute media/publicity relative to Child Search and participate in Child Search Month activities for children with disabilities ages 0-5 years.
4. Develop and direct program assessment and program review process.
5. Attend professional development and trainings for CLASS, TS GOLD, and Early Childhood initiatives and serve as evaluator for all PK teachers
6. Coordinate, support and manage the CLASS evaluator status annually to ensure all Elementary school leaders obtain and/or renew
7. Conduct classroom observations using CLASS and informal instruments.
8. Provide specific feedback to teachers concerning strengths and areas in need of improvements.
9. Model, coach, and co-teach in early childhood classrooms as needed.

10. Support and assist with TS GOLD and DRDP-K documentation of student progress as well as monitoring tracking procedures for early intervention services and referrals.
11. Participate in the development of interagency agreements for screening, referral, and identification of children with disabilities 0-5 years. 10. Participate in follow-up and transition activities involving children with disabilities 0-5.
12. Act as a consultant to personnel in day care centers and private schools in which developmental delayed preschool students are enrolled when the IEP indicates the need for consultant services.
13. Prepare grant proposals, reviews, reports, and budgets in required systems in a timely manner.
14. Communicate with direct supervisor concerning Early Childhood activities
15. Collaborate with Early Childhood agencies.
16. Develop and maintain public relations including coordinated registration, funding, and enrollment of students.
17. Keep accurate and up-to-date records as established by local policy and complete required reports within required timelines.
18. Provide inservice training to early childhood staff related to resources, standards, curriculum, teaching strategies, initiatives, classroom management, following IEP, IFSP implementation, ESY, and required documentation.
19. Maintain records and documentation concerning student attendance, professional development, and parent involvement activities for early childhood.
20. Keep abreast of new developments in the areas of diagnosis, assessment, and treatment as it relates to infant and preschool evaluation and services.
21. Prepare a professional growth plan and a self-evaluation report for the evaluation period.
22. Coordinate child search activities with school, home, and service agencies in providing services to children, including public agencies, public and private service providers, public and private medical communities, parent organizations, boards, and committees.
23. Plan, support and/or attend up to three parish-wide literacy community events
24. Successful completion and implementation of Science of Reading Training (i.e., Act 108)
25. Perform all other duties as assigned by superintendent and/or designee.
26. Serve as an instructional leader, maintaining an instructional focus.
 - a. Become and serve as a designated observer as stated in Bulletin 130
 - b. Serve on the district ILT team and attend district trainings
 - c. Evaluate school personnel upon request.
 - d. Develop, facilitate, and attend all district coach training offered and follow-up on time-bound next steps.
 - e. Have a consistent schedule and any changes are communicated in advance, meetings are well planned, have consistent agendas, and all actions are communicated in advance.
 - f. Schedule and support is documented thoroughly on google classroom and teacher growth tracker to reflect evidence of full coaching cycles of support.
 - g. Belief in all students and adults of being capable of meeting/teaching grade-level expectations is demonstrated through words and actions.
 - h. Support the implementation of curriculum standards, instructional strategies, and assessment practices aligned with district and state guidelines.

- i. Observe classroom instruction, provide feedback and support to teachers, and facilitate professional development opportunities to improve teaching practices.
 - j. Collaborate with the school administration team to implement a schoolwide schedule and routines that maximize instructional time and includes time to meet intervention and tutoring for identified students
 - k. Plan and prioritize schedules in order to engage in instructional leadership activities.
 - l. Collaborate with peers to enhance the instructional environment for students by participating in activities which may include, but are not limited to, team teaching, school leadership planning meetings, professional learning community meetings, grade-level meetings, staff development, and various committees.
 - m. Rehearse, observe and give feedback to coaches who facilitate professional development activities at the school and district level.
 - n. Complete special contracts as designated by the supervisor(s), such as summer learning opportunities, etc.
 - o. Analyze student achievement data and other metrics to assess school performance and identify areas for improvement.
27. Foster positive relationships with parents, guardians, and community members through effective communication and literacy/numeracy engagement strategies.
- a. Organize and attend parent meetings, school events, and community outreach activities, e.g., Adopt-a-School.
 - b. Address parent concerns and provide information about school programs, policies, and student progress as directed by the School Principal.
 - c. Exert every effort to provide clear and timely information at regular intervals to parents, caregivers, and colleagues regarding school expectations, student progress, student conduct, and ways they can assist student learning and behavior. Be available for parent-teacher conferences.
28. Perform various administrative duties in service of effective district operation, including but not limited to the following:
- a. Oversee parent communications (e.g., newsletters, social media accounts, Remind);
 - b. Monitor teachers' planning, preparation, grading, and record-keeping, following up where necessary to ensure timely preparation and reporting of student progress;
 - c. Attend after-school events as scheduled for assigned school(s), including but not limited to in-person instructional leadership teams, faculty meetings once per month and parent/family night events no more than six times per school year.
 - d. Respond to emails and phone calls from parents, school administrators, and staff in a timely manner.
 - e. Maintain an orderly physical office environment using an organizational system that is designed to support all coaches and residents with supplies, equipment, and resources accessible.
 - f. Maintain effective, efficient, and timely record-keeping procedures, including but not limited to physical inventory management (i.e. chromebook inventories, school and district math data, and student assessment data).
 - g. Complete all activities as needed in the E-Grant system.
29. Provides direct support to assigned schools, leaders, and/or teacher caseload.
30. Inform district leadership team of pertinent changes in guidelines, regulations, etc. related to areas of responsibility.
31. Act as technical advisor and resource person to assist others in area(s) of responsibility.

PROFESSIONAL RESPONSIBILITIES:

1. Maintain professional personal appearance and demonstrate respect for colleagues.
2. Attend work regularly; report to work on time; and provide advance notice of need for absence.
3. Complete work efficiently and accurately (with few/no errors) within deadlines without supervision.
4. Perform job responsibilities consistently, use time wisely, plan properly, take care of materials and equipment.
5. Maintain confidentiality and demonstrate trustworthiness; exercise good judgment.
6. Support, implement, assist with, and/or ensure application of district initiatives and other programs or directives of the Superintendent and Board.
7. Keep the direct supervisor informed of the progress being made in the area(s) of responsibility.
8. Report to the Richland Parish School Board as needed or directed.
9. Keep abreast professionally by attending local, regional, state, or national meetings and/or staff development that address area(s) of responsibility as directed by the supervisor.
10. Complete and submit all forms, reports, documentation, and training by required dates and in accordance with district expectations, policies, and procedures.
11. Remain open to suggestions and innovative ideas; receive and apply feedback.
12. Demonstrate competence in areas of responsibility.
13. Exert every effort to constructively involve stakeholders in all professional settings.
14. Communicate appropriately and work effectively with all populations.
15. Exhibit desirable qualities such as commitment to job responsibilities, enthusiasm, cooperation, sense of humor, creativity, tact, positive attitude/work ethic, dependability, punctuality, self-discipline/control, poise, voice control, effective nonverbal communication, a professional appearance, initiative, and a genuine concern and interest for others.
16. 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.
17. 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 Richland 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 action or behavior 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: _____