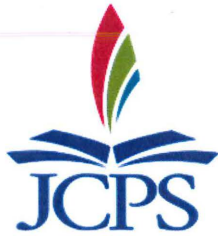


NEW  
MAY 24, 2016



<b>JOB TITLE</b>	<b>EMPLOYEE RELATIONS GENERALIST</b>		
<b>DIVISION</b>	<b>BUSINESS SERVICES</b>		
<b>SALARY SCHEDULE</b>	<b>II/GRADE 7</b>		
<b>WORK YEAR</b>	<b>260 DAYS</b>	<b>FLSA STATUS</b>	<b>EXEMPT</b>
<b>REPORTS TO</b>	<b>DIRECTOR LABOR MANAGEMENT &amp; EMPLOYEE RELATIONS</b>		
<b>SUPERVISES</b>			

#### SCOPE OF RESPONSIBILITIES

Provides specialized expertise regarding labor management and employee relations to all principals, managers and supervisors including contract administration, grievance/complaint processing, advise on employee discipline and the development of processes to deal effectively with employee/labor relations and performance issues. Prepares spreadsheet, database or presentation software concerning grievances, mediations, and unemployment.

#### PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Assists in preparing and conducting research for labor-management contract negotiations; assists with administering all provisions of collective bargaining agreements

Acts as management representative in contract with union officials on all matters pertaining to management's decision with regard to disciplinary action, promotions, demotions, transfers, separations, layoffs, and wage and salary adjustments as assigned

Provides advice, counsel and expertise to managers, employees, and HR professionals with respect to the interpretation and application of Board policies and practices. Provides expertise and coaching on sound employee and labor relations practices to department leadership that will positively affect operations

Interprets as needed, collective bargaining agreements and represents management in the settlement of grievances/mediations under established grievance procedures, issuing grievance resolutions and recommending changes to policy and processes to ensure compliance with agreements. Acts as management representative as needed, with counsel on preparation and adjudication of arbitrations and mediations

Participates in meetings between labor and management to discuss and attempt to resolve grievances at the lowest level. Communicate and schedule dates for negotiating sessions between JCPS and union representatives.

Processes unemployment claims including gathering factual information and attending hearings as necessary as the School District's representative.

Compiles and retains labor management and employee relation data and prepares and presents reports and briefings as necessary. Prepares spreadsheet, database or presentation software concerning grievances, mediations, unemployment

Performs and promotes all activities in compliance with equal employment and nondiscrimination policies of the Jefferson County Board of Education. Keep a schedule of upcoming contract expiration dates.

Prepare ground rules for negotiations, contract deviations, proposals, agreed articles, tentative and final collective bargaining agreements, etc. Assist JCPS labor negotiating team in gathering necessary information for document preparation for negotiation sessions. Maintain and update a status document of the collective bargaining agreement (contract) during negotiations, and proof this document against agreed articles for accuracy

Maintain current copies of all JCPS collective bargaining agreements with the labor unions; JCTA, Teamsters, SEIU, Jefferson County Nutrition Assoc, Jefferson County Association of Educational Support Personnel. Maintain current lists of contact information for all the Union personnel and representatives for JCPS

Keep members of the labor team advised of all remaining open articles in the contract that still need to be addressed. Maintain a log as to the status of where our contracts are in the system at any step of the signatory process subsequent to passage of said Collective Bargaining Agreement by the Union

Performs other duties as assigned by the Director Labor Management and Employee Relations

#### PHYSICAL DEMANDS

The work is primarily sedentary. It requires the ability to communicate effectively using speech, vision and hearing. The work at times requires bending, squatting, reaching with the ability to lift, carry, push or pull light weights. The work requires the use of hands for simple grasping and fine manipulations. The work requires activities involving driving

automotive equipment.
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<b>MINIMUM QUALIFICATIONS</b>
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Bachelor's Degree in Business Administration, Industrial relations, Paralegal studies, Public Administration or related fields
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Five (5) years successful experience in Labor Management, Employee Relations, Paralegal, or Human Resources
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<b>DESIRABLE QUALIFICATIONS</b>
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General Knowledge of Kentucky education law and federal employment law
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Three (3) year negotiations experience
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NEW  
MAY 24. 2016



<b>JOB TITLE</b>	<b>CUSTOMER SERVICE REPRESENTATIVE</b>		
<b>DIVISION</b>	<b>COMMUNICATIONS AND COMMUNITY RELATIONS</b>		
<b>SALARY SCHEDULE</b>	<b>1A GRADE 4</b>		
<b>WORK YEAR</b>	<b>260</b>	<b>FLSA STATUS</b>	<b>NON EXEMPT</b>
<b>REPORTS TO</b>	<b>SPECIALIST COMMUNITY RELATIONS</b>		
<b>SUPERVISES</b>			

#### SCOPE OF RESPONSIBILITIES

Provides friendly and professional customer service for incoming customer requests. Answers calls, researches required information using available resources, routes call to appropriate departments, handles complaints, troubleshoots problems and provides information.

#### PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Represents JCPS in an effective, professional and respectful way to the customer community  
Handles customer inquiries by telephone, chat, web service and email  
Researches requested information using available resources  
Provides customers with requested information  
Demonstrates good call procedures as outlined by supervisor  
Routes calls or tickets to the appropriate resource  
Documents all call information according to standard operating procedures  
Manages and resolves customer complaints  
Follows up with customer calls where necessary  
Performs other duties as assigned by Management

#### PHYSICAL DEMANDS

The work is primarily sedentary. It requires the ability to communicate effectively using speech, vision and hearing. The work requires the use of hands for simple grasping and fine manipulations.

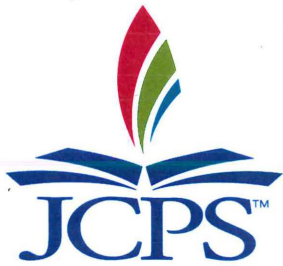
#### MINIMUM QUALIFICATIONS

High School Diploma or G.E.D.  
Knowledge of customer service principles and practices  
Proficient in relevant computer applications  
Exceptional verbal and written communication skills  
Good data entry and typing skills

#### DESIRABLE QUALIFICATIONS

Some experience in a call center or customer service environment  
Successful completion of a customer service representative certification  
Exceptional interpersonal skills, with a focus on listening, team work and adaptability  
Excellent organizational skills and attention to detail

Revised  
7/1/16



<b>JOB TITLE</b>	<b>EARLY CHILDHOOD INSTRUCTOR II</b>		
<b>DIVISION</b>	<b>ACADEMIC SERVICES</b>		
<b>SALARY SCHEDULE</b>	<b>IA GRADE 7</b>		
<b>WORK YEAR</b>	<b>187 DAYS</b>	<b>FLSA STATUS</b>	<b>NON-EXEMPT</b>
<b>REPORTS TO</b>	<b>SITE ADMINISTRATOR OR PRINCIPAL</b>		

#### SCOPE OF RESPONSIBILITIES

Implements an educational program for preprimary students by providing comprehensive assessments, evaluations and instruction to meet the needs of parents and children.

#### PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Implements a comprehensive education program for eligible preprimary students under the supervision of the designated supervisor and the Early Childhood Resource Teacher.

Implements procedures for assessing, recording, and reporting student progress.

Maintains daily attendance records for students in compliance with district, state, and federal procedures and contacts parents if a student's participation in the program is irregular.

Plans and implements a parent involvement program which includes volunteers, parent/child activities, transition activities, and home visitations as required by state and federal guidelines.

Maintains accurate records on the program and provides data to appropriate program personnel.

Plans regularly with staff and participates in appropriate school meetings and activities.

Participates in professional developments required by state and federal mandates.

Complies with policies, rules, and regulations of the School District and of any state and/or federal regulatory agency where appropriate.

Duties may include performance of health services, for which training will be provided.

Performs other duties as assigned by the principal/designated supervisor.

#### PHYSICAL DEMANDS

This work is performed while standing or walking. It requires the ability to communicate effectively using speech, vision, and hearing. The work requires the use of hands for simple grasping and fine manipulations. The work at times requires bending, squatting, crawling, climbing, reaching with the ability to lift, carry, push, or pull light weights.

#### MINIMUM QUALIFICATIONS

One year successful experience working in an Early Childhood educational setting

Child Development Associate (CDA) or Associate Degree of General Studies Early Childhood

Experience in working with children with special needs and their parents, multi-cultural ethnic backgrounds

Program specific certifications/training

High School Diploma or G.E.D.

Passing score on the Kentucky Paraeducator Assessment or 48 college hours

All required trainings will be complete within 90 days of employment including the required bus monitor training

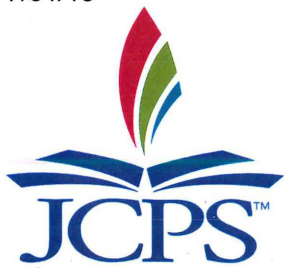
#### DESIRABLE QUALIFICATIONS

Experience in teaching multi-age groups with students under the age of five

Understanding of developmentally appropriate practices for preprimary students



New  
7/01/16



<b>JOB TITLE</b>	<b>ERSEA COORDINATOR</b>		
<b>DIVISION</b>	<b>ACADEMIC SERVICES</b>		
<b>SALARY SCHEDULE</b>	<b>II GRADE 8</b>		
<b>WORK YEAR</b>	<b>230 DAYS</b>	<b>FLSA STATUS</b>	<b>EXEMPT</b>
<b>REPORTS TO</b>	<b>BUDGET AND MANAGEMENT OPERATIONS SPECIALIST</b>		
<b>SUPERVISES</b>	<b>ERSEA CLERKS</b>		

#### SCOPE OF RESPONSIBILITIES

The ERSEA Coordinator is directly responsible for the overall administration, supervision, coordination and organization of eligibility, recruitment, selection, enrollment and attendance (ERSEA) functions in order to assure adherence to the federal Head Start Performance Standards, Kentucky State Funded Preschool eligibility guidelines and JCPS Tuition Based Programs. Provides leadership for the Early Childhood Programs through contact with families of the children we serve creating great impact on JCPS Early Childhood. Position requires a variety of standard practices and procedures and routine supervision.

#### PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Supervision and oversight of the application process for all Early Childhood Programs including monitoring the eligibility determination process for compliance with federal and state guidelines.

Selection and placement of children in all Early Childhood programs according to their eligibility under the program criteria.

Ongoing monitoring, tracking, follow up and analysis of enrolment data and for student placement.

Monthly monitoring of program attendance to ensure compliance with federal and state guidelines.

Analyze community assessment information and facilitate planning efforts to determine program options, recruitment efforts and enrollment guidelines for Head Start, Early Head Start, Preschool and Tuition Based programs.

Provides leadership for the ERSEA coordination, recruitment projects, program or activity and evaluates staff as assigned.

Develops, establishes or administers project, program or activity.

Serves as liaison with other units, departments, parents or outside agencies as required.

Makes recommendations regarding implementation of project, program or activity and evaluates effectiveness as assigned.

Assures compliance with federal, state and district policy, administrative procedures and negotiated agreements as applicable to assignment.

Maintains communication and works closely with district staff, local school staff and the community regarding information, developments and implementation of project, program or activity.

Prepares and/or assists in preparation or reports, records and other documentation as required.

Accumulates and researches data, documents and other pertinent information as required.

Prepares and delivers training as required for all assigned staff.

Performs other duties as assigned by supervisor.

#### PHYSICAL DEMANDS

The work is primarily sedentary. It requires the ability to communicate effectively using speech, vision and hearing. The work requires the use of hands for simple grasping and fine manipulations. The work at times requires bending, squatting, crawling, climbing, reaching, with the ability to lift, carry, push or pull light weights.

#### MINIMUM QUALIFICATIONS

Bachelor's Degree

Four (4) years successful experience in ERSEA

Knowledge of the Federal and State regulations for the ERSEA requirements for Early Head Start, Head Start State Funded Preschool

Three (3) years successful leadership experience

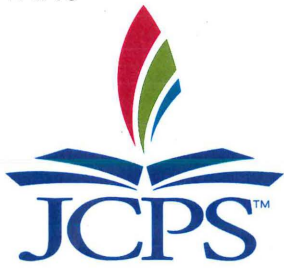
Three (3) years previous supervision experience

#### DESIRABLE QUALIFICATIONS

Master's Degree or higher



Revised  
7/1/16



<b>JOB TITLE</b>	<b>EARLY CHILDHOOD INSTRUCTOR III</b>		
<b>DIVISION</b>	<b>ACADEMIC SERVICES</b>		
<b>SALARY SCHEDULE</b>	<b>IA GRADE 8</b>		
<b>WORK YEAR</b>	<b>187 DAYS</b>	<b>FLSA STATUS</b>	<b>NON-EXEMPT</b>
<b>REPORTS TO</b>	<b>SITE ADMINISTRATOR OR PRINCIPAL</b>		

#### SCOPE OF RESPONSIBILITIES

Implements an educational program for preprimary students by providing comprehensive assessments, evaluations and instruction to meet the needs of parents and children.

#### PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Implements a comprehensive education program for eligible preprimary students under the supervision of the designated supervisor and the Early Childhood Resource Teacher.

Implements procedures for assessing, recording, and reporting student progress.

Maintains daily attendance records for students in compliance with district, state, and federal procedures and contacts parents if a student's participation in the program is irregular.

Plans and implements a parent involvement program which includes volunteers, parent/child activities, transition activities, and home visitations as required by state and federal guidelines.

Maintains accurate records on the program and provides data to appropriate program personnel.

Plans regularly with staff and participates in appropriate school meetings and activities.

Participates in professional developments required by state and federal mandates.

Complies with policies, rules, and regulations of the School District and of any state and/or federal regulatory agency where appropriate.

Duties may include performance of health services, for which training will be provided.

Performs other duties as assigned by the principal/designated supervisor.

#### PHYSICAL DEMANDS

This work is performed while standing or walking. It requires the ability to communicate effectively using speech, vision, and hearing. The work requires the use of hands for simple grasping and fine manipulations. The work at times requires bending, squatting, crawling, climbing, reaching with the ability to lift, carry, push, or pull light weights.

#### MINIMUM QUALIFICATIONS

One year successful experience working in an Early Childhood educational setting

Bachelor's degree in Early Childhood or related field

Experience in working with children with special needs and their parents, multi-cultural ethnic backgrounds

Program specific certifications/training

All required trainings will be complete within 90 days of employment including the required bus monitor training

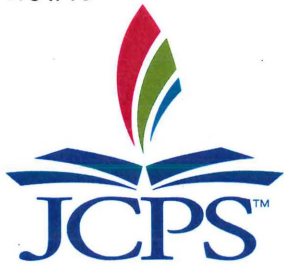
#### DESIRABLE QUALIFICATIONS

Experience in teaching multi-age groups with students under the age of five

Understanding of developmentally appropriate practices for preprimary students



New  
7/01/16



<b>JOB TITLE</b>	<b>EARLY CHILDHOOD OPERATIONS LIAISON</b>		
<b>DIVISION</b>	<b>ACADEMIC SERVICES</b>		
<b>SALARY SCHEDULE</b>	<b>II GRADE 6</b>		
<b>WORK YEAR</b>	<b>230 DAYS</b>	<b>FLSA STATUS</b>	<b>EXEMPT</b>
<b>REPORTS TO</b>	<b>EARLY CHILDHOOD OPERATIONS AND COMPREHENSIVE SERVICES SPECIALIST</b>		

#### SCOPE OF RESPONSIBILITIES

Serves as liaison between Early Childhood department and other JCPS departments and schools to ensure that facilities are in compliance with applicable state and federal early childhood requirements.

#### PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Collaborate with appropriate JCPS personnel regarding facility, environmental, and safety related issues  
Review, analyze, and interpret federal and state regulations regarding facilities, safety and related areas  
Coordinate and monitor routine playground inspections and develop action plans as needed to address issues  
Consult with building administrators to ensure physical classrooms meet state and federal requirements and regulations  
Assist in identifying building modification needs and monitor completion of approved projects  
Review project plans and specifications with vendors/contractors  
Ensure that work orders/maintenance requests are submitted as needed  
Coordinate the relocation of classrooms and offices as needed between buildings  
Conduct facility inspections to monitor compliance with state and federal regulations and report concerns to the appropriate department for correction  
Coordinate maintenance of department owned vehicles and maintain list of authorized drivers  
Maintain departmental records for area of responsibility  
Performs other duties as assigned

#### PHYSICAL DEMANDS

The work is primarily sedentary. It requires the ability to communicate effectively using speech, vision and hearing. The work requires the use of hands for simple grasping and fine manipulations. The work at times requires bending, squatting, crawling, climbing, reaching, with the ability to lift, carry, push or pull light weights. The work requires activities involving being around moving machinery, exposure to marked changes in temperature and humidity, and exposure to dust, fumes and gases. The work requires activities involving driving automotive equipment.

#### MINIMUM QUALIFICATIONS

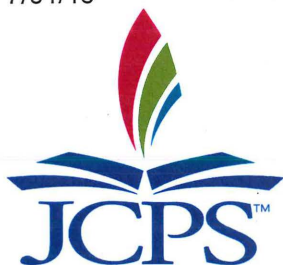
Bachelor's degree in related field  
Demonstrated competent language skills  
Three (3) years of successful experience in facility management  
Program specific certifications/training

#### DESIRABLE QUALIFICATIONS

Demonstrated knowledge of computer operations and functions  
Playground inspection certification  
Knowledge of OSHA practices  
Knowledge of federal and state building codes and regulations



New  
7/01/16



<b>JOB TITLE</b>	<b>ERSEA CLERK</b>		
<b>DIVISION</b>	<b>ACADEMIC SERVICES</b>		
<b>SALARY SCHEDULE</b>	<b>IA GRADE 5</b>		
<b>WORK YEAR</b>	<b>230/260 DAYS AS APPROVED</b>	<b>FLSA STATUS</b>	<b>NON- EXEMPT</b>
<b>REPORTS TO</b>	<b>ERSEA COORDINATOR</b>		

#### SCOPE OF RESPONSIBILITIES

Under the direction of the ERSEA Coordinator, perform technical and clerical work involving the tracking and entry of information into the eligibility, recruitment, selection, enrollment and attendance (ERSEA) systems. The ERSEA clerk will ensure information meets the federal and state program requirements and regulations. Responsible for technical and/or specialized clerical duties including performing advanced clerical work requiring application of various complex work methods and procedures, thorough knowledge of federal and state laws and regulations that govern the task performed and departmental functions, policies and practices.

#### PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Makes accurate and complete postings to complex departmental/student records and establishes and maintains files and filing systems in accordance with departmental policies and procedures.

Types and/or transcribes routine and non-routine, confidential and non-confidential family information including reports, memoranda, letters and records; has unrestricted daily access to confidential non-public, information and material.

Checks, analyzes, and classifies materials; transfers information from reports and documents, codes numerically, and posts to the ERSEA systems as required.

Receives, classifies and routes incoming telephone calls and mail.

Prepares or assists in preparation of legal statistical, or technical papers, documents, reports and /or manuals

Establishes and maintains files; retrieves information; prepares invoices and cross references

Attend training provided by agency and make efforts to upgrade skills and knowledge through involvement in career development activities

Answers families inquiries in person, develops reports and correspondence, conduct interviews and manages problems or complaints

Operates standard office equipment and machines including computers, typewriter, adding machine, calculator, copier and other office machines

Conducts research of family records provided for information related to program eligibility as needed

Schedule appointments with program applicants

Assemble and input child and family data into computerized data base system for ERSEA

Performs other duties as assigned by designated supervisor.

#### PHYSICAL DEMANDS

The work is primarily sedentary. It requires the ability to communicate effectively using speech, vision and hearing. The work requires the use of hands for simple grasping and fine manipulations. The work at times requires bending, squatting, crawling, climbing, reaching, with the ability to lift, carry, push or pull light weights.

#### MINIMUM QUALIFICATIONS

High School Diploma or G.E.D. and working knowledge of business English, spelling and arithmetic

Successful experience in clerical functions, ERSEA experience required

Ability to operate calculator accurately and efficiently

Successful experience with computer word processing/file management applications

Experience involving student and family services

#### DESIRABLE QUALIFICATIONS

Ability to work well in a team setting

Efficient time management

Basic knowledge of ERSEA enrollment and guidelines and training or education in ERSEA practices and skills

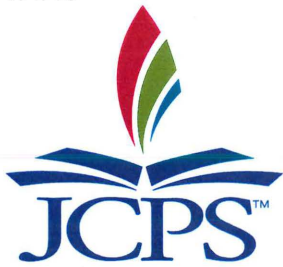
Associate Degree in business or related field

Experience using a computerized student information system

Experience working in a school district or preschool agency



New  
7/1/16



<b>JOB TITLE</b>	<b>EARLY CHILDHOOD INSTRUCTIONAL COACH</b>		
<b>DIVISION</b>	<b>ACADEMIC SERVICES</b>		
<b>SALARY SCHEDULE</b>	<b>III</b>		
<b>WORK YEAR</b>	<b>187 DAYS</b>	<b>FLSA STATUS</b>	<b>NON-EXEMPT</b>
<b>REPORTS TO</b>	<b>CHILD DEVELOPMENT AND EDUCATION SPECIALIST</b>		

#### SCOPE OF RESPONSIBILITIES

Provides support, assistance and advice to district school staffs in the area of Early Childhood.

#### PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Analyzes a variety of child level and classroom level assessment data to make decisions about professional development needs

Develops and provides professional development and training that will directly impact school readiness

Provides support and coaching of teachers that will design and implement rigorous lessons that are aligned to the standards

Provides support of teachers that will create assessments that are directly aligned to the standards

Designs and implements a plan to use multiple sources of data to intervene with students and adjust practices

Creates intentional work plans that provide equitable support for the teachers in order to increase student achievement and close the achievement gap.

Works collaboratively with district leadership and school leadership teams to align school initiatives with district strategies plans and initiatives.

Provides feedback to appropriate administrators and school staff on implementation and compliance with state and federal guidelines.

Provides technical assistance for staff to facilitate activities for Early Childhood students transitioning to kindergarten.

Provides technical to teachers and other staff in the area of effective instructional and classroom management techniques

Provides technical assistance to school-based staff in the area of curriculum implementation

Conducts regularly scheduled classroom visitations to demonstrate effective early childhood teaching methods

Develops and provides age-appropriate hands-on classroom materials for early childhood instructional staff

Reviews teaching plans of classroom instructors and makes appropriate suggestions for improvement

Duties may include performance of health services, for which training will be provided

Performs other duties assigned by the designated administrator

#### PHYSICAL DEMANDS

The work is performed while walking or standing. It requires the ability to communicate effectively using speech, vision and hearing. The work requires the use of hands for simple grasping and fine manipulations. The work at times requires bending, squatting, crawling, climbing, reaching, with the ability to lift, carry, push or pull light weights.

#### MINIMUM QUALIFICATIONS

Master's degree with valid Kentucky Teaching Certificate

Five (5) years successful teaching experience in the area of early childhood or early primary grades

Ability to work successfully with people

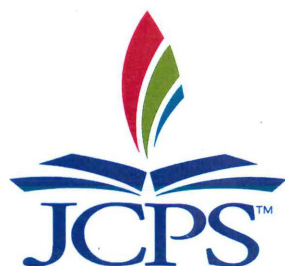
#### DESIRABLE QUALIFICATIONS

Interdisciplinary Early Childhood Education Certification

Demonstrated ability to write distinctly and to organize data

Experience in planning developing, and conducting in service programs





<b>JOB TITLE</b>	<b>EARLY CHILDHOOD INSTRUCTIONAL ASSISTANT-LEAD</b>		
<b>DIVISION</b>	<b>ACADEMIC SERVICES</b>		
<b>SALARY SCHEDULE</b>	<b>IA GRADE 4</b>		
<b>WORK YEAR</b>	<b>187 DAYS</b>	<b>FLSA STATUS</b>	<b>NON-EXEMPT</b>
<b>REPORTS TO</b>	<b>SITE ADMINISTRATOR OR PRINCIPAL</b>		

#### SCOPE OF RESPONSIBILITIES

Under the direction of the supervising teacher or Principal, the instructional assistant participates as an integral member of the instructional program, including tutoring students, assisting in documentation of pupil progress, preparation and organization of materials and equipment, and/or instructing. Also, assists bus driver in supervising, loading and unloading students.

#### PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Implements instructional techniques and learning activities as directed.

Participates as an integral member of the remediation instructional team.

Administers, scores, and records such achievement and diagnostic tests as the teacher recommends for individual students.

Prepares and organizes materials and equipment for instruction and instructs pupils individually or in small groups in the classroom or in the computer lab.

Operates and cares for equipment used in the classroom for instructional purposes.

Distributes and collects workbooks, papers, and other materials for instruction.

Assists with the supervision of students during emergency drills, assemblies, play periods and field trips.

Works with individual students or small groups of students in the classroom or the computer lab to reinforce learning of material or skills.

Assists with the documentation of pupil progress on a continuous basis.

Duties may include performance of health services, for which training will be provided, and demonstrates willingness to attend to basic student personal care/hygiene.

Assists the driver in maintaining pupil control.

Assists in seating all students in the center of the bus (as specified in State Transportation Guidelines)

Assists in supervising the loading and unloading of students.

Assists in the pickup and delivery of students from/to parent, guardian or authorized individual.

Performs any other responsibilities as outlined in State Transportation Guidelines for students.

Will provide student instruction in absence of Lead Instructor

Performs other duties as assigned by the Teacher and/or Principal or cost center head.

#### PHYSICAL DEMANDS

The work is primarily sedentary. It requires the ability to communicate effectively using speech, vision and hearing. The work requires the use of hands for simple grasping and fine manipulations. The work at times requires bending, squatting, crawling, climbing, reaching, with the ability to lift, carry, push or pull light weights. The work requires activities involving being around moving machinery, exposure to marked changes in temperature and humidity, and exposure to dust, fumes and gases.

#### MINIMUM QUALIFICATIONS

Child Developmental Associate (CDA) credential; or be enrolled in a CDA credential program that will be completed within 2 years; or have an associate or baccalaureate degree (in any area) or be enrolled in a program leading to such a degree

Passing score on the Kentucky Para educator Assessment or 48 college hours

Demonstrated competent language skills including ability to read and understand meanings of words and ideas associated with them and to use them effectively

Successful experience working with children, individually or in groups

Participated in program training as specified by the Kentucky Department of Education and local district

Program specific certifications/training

All required trainings will be complete within 90 days of employment including the required bus monitoring training

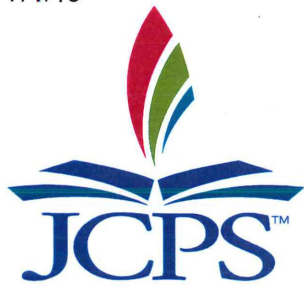
#### DESIRABLE QUALIFICATIONS

Demonstrated knowledge of computer operations and functions

Experience with standard office machines



New  
7/1/16



<b>JOB TITLE</b>	<b>EARLY CHILDHOOD INSTRUCTIONAL ASSISTANT</b>		
<b>DIVISION</b>	<b>ACADEMIC SERVICES</b>		
<b>SALARY SCHEDULE</b>	<b>IA, GRADE 3</b>		
<b>WORK YEAR</b>	<b>187 DAYS</b>	<b>FLSA STATUS</b>	<b>NON-EXEMPT</b>
<b>REPORTS TO</b>	<b>SITE ADMINISTRATOR OR PRINCIPAL</b>		

#### SCOPE OF RESPONSIBILITIES

Under the direction of the supervising teacher or Principal, the instructional assistant participates as an integral member of the instructional program including tutoring students, assisting in documentation of pupil progress, preparation and organization of materials and equipment, and/or instructing. Also, assists bus driver in supervising, loading, and unloading students.

#### PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Implements instructional techniques and learning activities as directed.

Participates as an integral member of the remediation instructional team.

Administers, scores, and records such achievement and diagnostic tests as the teacher recommends for individual students.

Prepares and organizes materials and equipment for instruction and instructs pupils individually or in small groups in the classroom or in the computer lab.

Operates and cares for equipment used in the classroom for instructional purposes.

Distributes and collects workbooks, papers and other materials for instruction.

Assists with the supervision of students during emergency drills, assemblies, play periods, and field trips.

Works with individual students or small groups of students in the classroom or the computer lab to reinforce learning of material or skills.

Assists with the documentation of pupil progress on a continuous basis.

Duties may include performance of health services, for which training will be provided, and demonstrates willingness to attend to basic student personal care/hygiene.

Assists the driver in maintaining pupil control.

Assists in seating all students in the center of the bus (as specified in State Transportation Guidelines).

Assists in supervising the loading and unloading of students.

Assists in the pickup and delivery of students from/to parent, guardian or authorized individual.

Performs any other responsibilities as outlined in State Transportation Guidelines for students.

Performs other duties as assigned by the Teacher and/or Principal or school center head.

#### PHYSICAL DEMANDS

The work is primarily sedentary. It requires the ability to communicate effectively using speech, vision and hearing. The work requires the use of hands for simple grasping and fine manipulations. The work at times requires bending, squatting, crawling, climbing, reaching, with the ability to lift, carry, push or pull light weights. The work requires activities involving being around moving machinery, exposure to marked changes in temperature and humidity, and exposure to dust, fumes and gases. The work requires activities involving driving automotive equipment.

#### MINIMUM QUALIFICATIONS

High School Diploma or G.E.D.

Passing Score on the Kentucky Para-educator Assessment or 48 college hours.

Demonstrated competent language skills including ability to read and understand meanings of words and ideas associated with them and to use them effectively

Successful experience working with children, individually or in groups

Program specific certifications/training

All required trainings will be complete within 90 days of employment including the required bus monitoring training

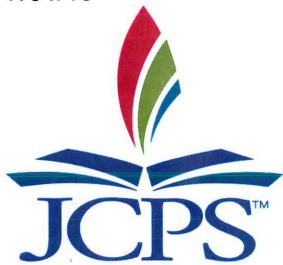
#### DESIRABLE QUALIFICATIONS

Demonstrated knowledge of computer operations and functions

Experience with standard office machines.



New  
7/01/16



<b>JOB TITLE</b>	<b>EARLY CHILDHOOD COORDINATOR- TRANSITION</b>		
<b>DIVISION</b>	<b>ACADEMIC SERVICES</b>		
<b>SALARY SCHEDULE</b>	<b>IV GRADE 8</b>		
<b>WORK YEAR</b>	<b>220</b>	<b>FLSA STATUS</b>	<b>EXEMPT</b>
<b>REPORTS TO</b>	<b>CHILD DEVELOPMENT AND EDUCATION SPECIALIST</b>		

#### SCOPE OF RESPONSIBILITIES

Provides leadership to the coordination of transition services to children and families enrolled in early childhood programs

#### PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Provides leadership to coordination of transition projects, programs, and activities in early childhood programs.  
Acts as a liaison with other units, departments, and outside agencies as required.  
Creates and maintains plans for children and families transitioning into and out of early childhood programs  
Makes recommendations regarding implementation of a project, program or activity and evaluates effectiveness as assigned.  
Prepares and/or assists in preparation of reports, records and other documentation as required.  
Maintains communication and works closely with early childhood program staff, district staff, and the community regarding information, developments and implementation of project, program or activity and evaluates effectiveness as assigned.  
Assures compliance with federal, state and district policy  
Prepares, delivers or assists with training opportunities as appropriate.  
Performs other duties as assigned by supervisor.

#### PHYSICAL DEMANDS

The work is performed while walking or standing. It requires the ability to communicate effectively using speech, vision and hearing. The work requires the use of hands for simple grasping and fine manipulations. The work at times requires bending, squatting, crawling, climbing, reaching, with the ability to lift, carry, push or pull light weights.

#### MINIMUM QUALIFICATIONS

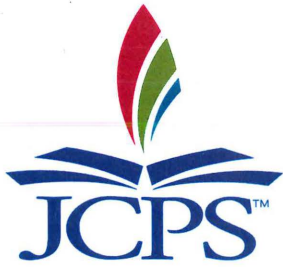
Bachelor's degree in Early Childhood Education with Kentucky teacher certification  
Three (3) years successful experience in early childhood teaching  
Successful leadership experience

#### DESIRABLE QUALIFICATIONS

Master's Degree or higher  
Kentucky Professional Certification in Administration and/or Supervision



New  
7/01/16



<b>JOB TITLE</b>	<b>EARLY CHILDHOOD COMPREHENSIVE SERVICES LIAISON</b>		
<b>DIVISION</b>	<b>ACADEMIC SERVICES</b>		
<b>SALARY SCHEDULE</b>	<b>IA, GRADE 10</b>		
<b>WORK YEAR</b>	<b>187 DAYS</b>	<b>FLSA STATUS</b>	<b>NON-EXEMPT</b>
<b>REPORTS TO</b>	<b>EARLY CHILDHOOD OPERATIONS AND COMPREHENSIVE SERVICES SPECIALIST</b>		

#### **SCOPE OF RESPONSIBILITIES**

Assumes responsibility for collaborating with parents, teachers, and Coordinators of Family Resource Centers to ensure preschool students are meeting and maintaining the health requirements for the program and providing social services to those families when necessary.

#### **PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA**

Maintains a knowledge of school routine procedures, related community services, and program requirements  
Disseminates information about community services, resources and facilities to parents.  
Assists parents in coordinating interagency services for children and families.  
Assures that all children participating in the program receive required social services and health screenings  
Contacts parent or legal guardian if screening results indicate a need for further assessment, follow-up or referral for services.  
Utilizes established Early Childhood Program referral system.  
Maintains updated student medical and other program records and reporting required by state and local agencies  
Gain knowledge of program and district data management systems.  
Establishes and maintains a positive working rapport with parents of the target population.  
Maintains essential good will and cooperation with district and outside agency contacts.  
Maintains documentation of all contact with families and follow-up notes.  
Generates and utilizes student information reports.  
Provides information on student data collection to designated supervisor and coordinator.  
Performs other duties as assigned by the Unit Manager.

#### **PHYSICAL DEMANDS**

The work is primarily sedentary. It requires the ability to communicate effectively using speech, vision and hearing. The work requires the use of hands for simple grasping and fine manipulations. The work at times requires bending, squatting, crawling, climbing, reaching, with the ability to lift, carry, push or pull light weights.

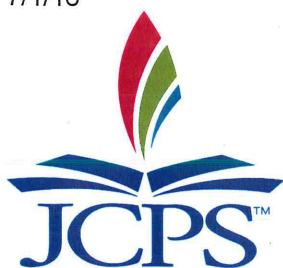
#### **MINIMUM QUALIFICATIONS**

Associate Degree in Social Work or other related field  
Working knowledge of community agencies and resources  
Access to a vehicle during working hours  
Knowledge of Microsoft Office

#### **DESIRABLE QUALIFICATIONS**

Bachelor's Degree in Social Work or other related field  
Strong technology skills  
Successful experience working with low-income families

New  
7/1/16



<b>JOB TITLE</b>	<b>EARLY HEAD START INSTRUCTOR III</b>		
<b>DIVISION</b>	<b>ACADEMIC SERVICES</b>		
<b>SALARY SCHEDULE</b>	<b>IA GRADE 8</b>		
<b>WORK YEAR</b>	<b>187 DAYS</b>	<b>FLSA STATUS</b>	<b>NON-EXEMPT</b>
<b>REPORTS TO</b>	<b>SITE ADMINISTRATOR OR PRINCIPAL</b>		

#### SCOPE OF RESPONSIBILITIES

Implements an education program for infants and toddlers by providing comprehensive assessments, evaluations and instruction to meet the needs of parents and children.

#### PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Implements a comprehensive education program for eligible preprimary students under the supervision of the designated supervisor.

Implements procedures for assessing, recording and reporting student progress.

Maintains daily attendance records for students in compliance with district, state and federal procedures and contacts parents if a student's participation in the program is irregular.

Plans and implements a parent involvement program which includes volunteers, parent/child activities, transition activities and home visitations as required by state and federal guidelines.

Maintains accurate records on the program and provides data to appropriate program personnel.

Plans regularly with staff and participates in appropriate school meetings and activities.

Participates in professional development as required by state and federal mandates.

Performance of health services, for which training will be provided, and demonstrates ability to attend to basic student personal care/hygiene.

Complies with policies, rules and regulations of the School District and of any state and/or federal regulatory agency where appropriate.

Performs other duties as assigned by the principal/designated supervisor.

#### PHYSICAL DEMANDS

The work is performed while standing or walking. It requires the ability to communicate effectively using speech, vision and hearing. The work requires the use of hands for simple grasping and fine manipulations. The work at times requires bending, squatting, crawling, climbing, reaching, with the ability to lift, carry, push or pull light weights.

#### MINIMUM QUALIFICATIONS

One year successful experience working in an Early Childhood educational setting

Bachelor's Degree of General Studies in Early Childhood

Experience in working with children with special needs and their parents, multi-cultural-ethnic backgrounds

Program specific certifications/training

All required trainings will be complete within 90 days of employment

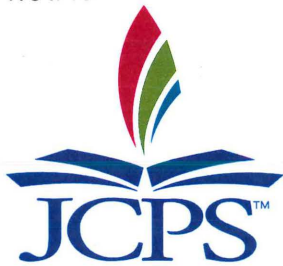
#### DESIRABLE QUALIFICATIONS

Experience in teaching multi-age groups with students under the age of three years old

Understanding of developmentally appropriate practices for infants and toddlers.



New  
7/01/16



<b>JOB TITLE</b>	<b>EARLY CHILDHOOD STAFFING SPECIALIST</b>		
<b>DIVISION</b>	<b>ACADEMIC SERVICES</b>		
<b>SALARY SCHEDULE</b>	<b>II GRADE 8</b>		
<b>WORK YEAR</b>	<b>220 DAYS</b>	<b>FLSA STATUS</b>	<b>EXEMPT</b>
<b>REPORTS TO</b>	<b>COORDINATOR III</b>		
<b>SUPERVISES</b>	<b>CLERK II, (8) EARLY CHILDHOOD INSTRUCTIONAL ASSISTANTS</b>		

#### SCOPE OF RESPONSIBILITIES

Provides technical assistance to district and school staff in the areas of assignment and development, monitoring and implementation of assigned program or activity; provides in-service as assigned; surveys system-wide needs in area of assignment and determines effectiveness of assigned program or activity; supervises and directs the work of committees and other groups as assigned.

#### PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Coordinate all early childhood central office interviews.  
Collaborate with Site Administrators for candidates and interviews for their locations.  
Monitor professional development for all early childhood staff.  
Assist classified staff with scholarship opportunities and pursuing furthering career opportunities.  
Monitor mandatory tuberculosis and physical exam screenings of staff members.  
Monitor mandatory routine criminal background checks of staff members.  
Collaborate with designated staff members for licensing requirements.  
Manage daily schedules of instructional assistants (itinerants) to provide immediate coverage to classrooms that may become out of compliance with staff to student ratios.  
Review classrooms schedules/breaks per classroom to ensure that classroom ratio is being maintained.  
Collaborate with appropriate department of recruitment of qualified staff for Early Childhood  
Performs other duties as assigned by the Director

#### PHYSICAL DEMANDS

The work is primarily sedentary. It requires the ability to communicate effectively using speech, vision and hearing. The work requires the use of hands for simple grasping and fine manipulations. The work at times requires bending, squatting, crawling, reaching with the ability to lift, carry, push or pull light weights.

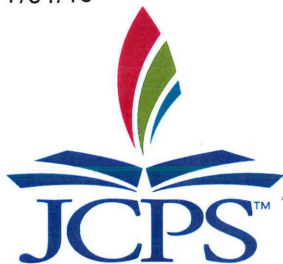
#### MINIMUM QUALIFICATIONS

Bachelor's Degree  
Three (3) years successful experience in area of assignment

#### DESIRABLE QUALIFICATIONS

Master's Degree  
Successful experience in area of research methods and strategies

New  
7/01/16



<b>JOB TITLE</b>	<b>EARLY CHILDHOOD PROFESSIONAL LEARNING COORDINATOR</b>		
<b>DIVISION</b>	<b>ACADEMIC SERVICES</b>		
<b>SALARY SCHEDULE</b>	<b>IV GRADE 8</b>		
<b>WORK YEAR</b>	<b>220 DAYS</b>	<b>FLSA STATUS</b>	<b>EXEMPT</b>
<b>REPORTS TO</b>	<b>CHILD DEVELOPMENT AND EDUCATION SPECIALIST</b>		

#### SCOPE OF RESPONSIBILITIES

Provides leadership to the coordination of professional learning communities in early childhood programs

#### PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Provides leadership to coordination of professional learning communities projects, programs, and activities in early childhood programs.

Acts as a liaison with other units, departments, and outside agencies as required.

Provide training, support and assistance to early childhood instructional coaches to improve professional learning community processes and outcomes

Makes recommendations regarding implementation of a project, program or activity and evaluates effectiveness as assigned.

Prepares and/or assists in preparation of reports, records and other documentation as required.

Maintains communication and works closely with early childhood program staff, district staff, and the community regarding information, developments and implementation of project, program or activity and evaluates effectiveness as assigned.

Assures compliance with federal, state and district policy

Prepares, delivers or assists with training opportunities as appropriate.

Performs other duties as assigned by supervisor.

#### PHYSICAL DEMANDS

The work is performed while walking or standing. It requires the ability to communicate effectively using speech, vision and hearing. The work requires the use of hands for simple grasping and fine manipulations. The work at times requires bending, squatting, crawling, climbing, reaching, with the ability to lift, carry, push or pull light weights.

#### MINIMUM QUALIFICATIONS

Bachelor's degree in Early Childhood Education with Kentucky teacher certification

Three (3) years successful experience in early childhood teaching

Successful leadership experience

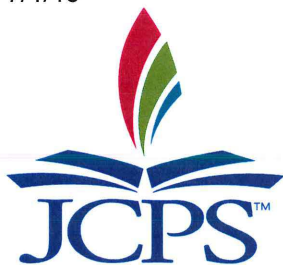
#### DESIRABLE QUALIFICATIONS

Master's Degree or higher

Kentucky Professional Certification in Administration and/or Supervision



New  
7/1/16



<b>JOB TITLE</b>	<b>EARLY CHILDHOOD COMPLIANCE SPECIALIST</b>		
<b>DIVISION</b>	<b>ACADEMIC SERVICES</b>		
<b>SALARY SCHEDULE</b>	<b>IV GRADE 9</b>		
<b>WORK YEAR</b>	<b>260 DAYS</b>	<b>FLSA STATUS</b>	<b>EXEMPT</b>
<b>REPORTS TO</b>	<b>DIRECTOR EARLY CHILDHOOD</b>		
<b>SUPERVISES</b>	<b>ERSEA CLERK</b>		

#### SCOPE OF RESPONSIBILITIES

Provides technical assistance to district and school staff in the areas of assignment and development, monitoring and implementation of assigned program or activity; provides in-service as assigned; surveys system-wide needs in area of assignment and determines effectiveness of assigned program or activity; supervises and directs the work of committees and other groups as assigned.

#### PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Compile relevant reports to management, staff, board, and Policy Council.  
Track progress on action plans created.  
Maintain documentation and archives.  
Organize Community Assessment each year.  
Initiate Self-Assessment and annual program evaluation.  
Develop and/or maintain a complete monitoring protocol and process with procedures and timelines for all aspects of Early Childhood.  
Coordinate and meet timelines and management review dates for written service plans.  
Coordinate training and technical assistance for program staff.  
Completion and submission of the Annual Report.  
Collaboration with program staff on the completion and submission of annual Program Information Report.  
Develop and/or revise all required policies and procedures.  
Create and prepare all supplemental Early Childhood handbooks.  
Develop all Early Childhood contracts and Memorandums of Agreement and Understanding  
Assist members of leadership team with due process issues.  
Performs other duties as assigned by Director.

#### PHYSICAL DEMANDS

The work is primarily sedentary. It requires the ability to communicate effectively using speech, vision and hearing. The work requires the use of hands for simple grasping and fine manipulations. The work at times requires bending, squatting, crawling, climbing, reaching, with the ability to lift, carry, push or pull light weights.

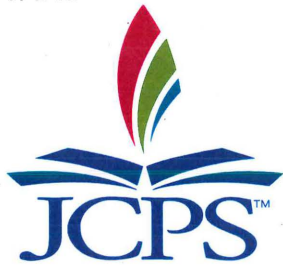
#### MINIMUM QUALIFICATIONS

Master's Degree  
Three (3) years successful experience in Early Childhood  
Kentucky certification in supervision and/or administration

#### DESIRABLE QUALIFICATIONS

Successful experience in area of research methods and strategies  
Successful leadership experience

New  
7/1/16



<b>JOB TITLE</b>	<b>EARLY HEAD START INSTRUCTOR II</b>		
<b>DIVISION</b>	<b>ACADEMIC SERVICES</b>		
<b>SALARY SCHEDULE</b>	<b>IA GRADE 7</b>		
<b>WORK YEAR</b>	<b>187 DAYS</b>	<b>FLSA STATUS</b>	<b>NON-EXEMPT</b>
<b>REPORTS TO</b>	<b>SITE ADMINISTRATOR OR PRINCIPAL</b>		

#### SCOPE OF RESPONSIBILITIES

Implements an education program for infants and toddlers by providing comprehensive assessments, evaluations and instruction to meet the needs of parents and children.

#### PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Implements a comprehensive education program for eligible preprimary students under the supervision of the designated supervisor.

Implements procedures for assessing, recording and reporting student progress.

Maintains daily attendance records for students in compliance with district, state and federal procedures and contacts parents if a student's participation in the program is irregular.

Plans and implements a parent involvement program which includes volunteers, parent/child activities, transition activities and home visitations as required by state and federal guidelines.

Maintains accurate records on the program and provides data to appropriate program personnel.

Plans regularly with staff and participates in appropriate school meetings and activities.

Participates in professional development as required by state and federal mandates.

Performance of health services, for which training will be provided, and demonstrates ability to attend to basic student personal care/hygiene.

Complies with policies, rules and regulations of the School District and of any state and/or federal regulatory agency where appropriate.

Performs other duties as assigned by the principal/designated supervisor.

#### PHYSICAL DEMANDS

The work is performed while standing or walking. It requires the ability to communicate effectively using speech, vision and hearing. The work requires the use of hands for simple grasping and fine manipulations. The work at times requires bending, squatting, crawling, climbing, reaching, with the ability to lift, carry, push or pull light weights.

#### MINIMUM QUALIFICATIONS

One year successful experience working in an Early Childhood educational setting

Child Development Associate- Infants and Toddlers (CDA-I&T) or Associate Degree of General Studies in Early Childhood

Passing score on Kentucky Paraeducator Assessment or 48 college hours

Experience in working with children with special needs and their parents, multi-cultural-ethnic backgrounds

Program specific certifications/training

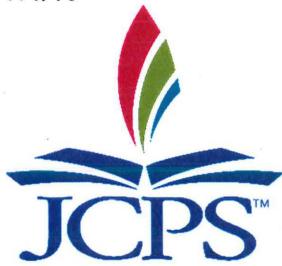
All required trainings will be complete within 90 days of employment

#### DESIRABLE QUALIFICATIONS

Experience in teaching multi-age groups with students under the age of three years old

Understanding of developmentally appropriate practices for infants and toddlers.





<b>JOB TITLE</b>	<b>EARLY CHILDHOOD SCHOOL READINESS SPECIALIST</b>		
<b>DIVISION</b>	<b>ACADEMIC SERVICES</b>		
<b>SALARY SCHEDULE</b>	<b>IV GRADE 8</b>		
<b>WORK YEAR</b>	<b>220 DAYS</b>	<b>FLSA STATUS</b>	<b>EXEMPT</b>
<b>REPORTS TO</b>	<b>CHILD DEVELOPMENT AND EDUCATION SPECIALIST</b>		

#### SCOPE OF RESPONSIBILITIES

Provides technical assistance to district and school staff in the area of early childhood education and development, monitoring and implementation of early childhood programs or activities; surveys system wide needs in area of early childhood and determines effectiveness of assigned program or activity; supervises and directs the work of committees and other groups as assigned.

#### PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Assumes responsibility for and assists the Child Development and Education Specialist in short-range and long-range planning as assigned.

Researches past and current practices in the area of early childhood education and integrates research in all areas of responsibility.

Supervises and directs the work of early childhood committees and task forces as assigned.

Works cooperatively with designated coordinator and staff development personnel to provide in service training in the area of early childhood.

Works closely with district and early childhood staff to obtain information regarding the effectiveness of early childhood

Provides technical assistance to early childhood staff.

Prepares and/or assists in preparation or reports, records and other documentation as required.

Assures compliance with local, state and federal regulations and procedures related to early childhood.

Assures compliance with Board Goals and Administrative Objectives related to early childhood.

Performs other duties as assigned by the Child Development and Education Specialist

#### PHYSICAL DEMANDS

The work is performed while standing or walking. It requires the ability to communicate effectively using speech, vision and hearing. The work requires the use of hands for simple grasping and fine manipulations. The work at times requires bending, squatting, crawling, climbing, reaching with the ability to lift, carry, push or pull light weights.

#### MINIMUM QUALIFICATIONS

Bachelor's degree with Kentucky Interdisciplinary Early Childhood Education Certification

Three (3) years successful experience in the early childhood field

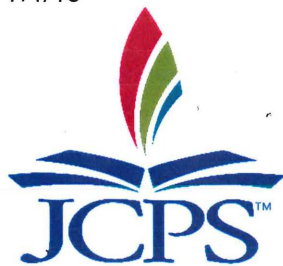
#### DESIRABLE QUALIFICATIONS

Kentucky Professional Certification in Administration

Successful leadership experience



New  
7/1/16



<b>JOB TITLE</b>	<b>CHILD DEVELOPMENT AND EDUCATION SPECIALIST</b>		
<b>DIVISION</b>	<b>ACADEMIC SERVICES</b>		
<b>SALARY SCHEDULE</b>	<b>IV GRADE 9</b>		
<b>WORK YEAR</b>	<b>260 DAYS</b>	<b>FLSA STATUS</b>	<b>EXEMPT</b>
<b>REPORTS TO</b>	<b>DIRECTOR OF EARLY CHILDHOOD</b>		
<b>SUPERVISES</b>	<b>SCHOOL READINESS SPECIALIST, ECH PROFESSIONAL LEARNING COORDINATOR, ECH COORDINATOR TRANSITION, ECH INSTRUCTIONAL COACH, ECH INSTRUCTOR II, CLERK II</b>		

#### SCOPE OF RESPONSIBILITIES

Provides leadership for planning, coordinating and developing the district's early childhood curriculum, instructional, and evaluation programs.

#### PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Provides leadership to coordination of curriculum and assessment projects in early childhood programs.

Administers the development, monitoring, and updating of a comprehensive plan for design and delivery of curriculum and assessment for early childhood content.

Collaborates with other early childhood personnel in matters relating to early childhood instructional program development and the use of assessment data for the improvement of instruction.

Coordinates training, support and technical assistance to early childhood instructional staff.

Responsible for the design and development of a written curriculum and pacing guides for all early childhood content including tools aligned to assist the classroom teacher with the design of lessons to deliver the written curriculum.

Makes recommendations regarding implementation of a project, program or activity and evaluates effectiveness as Prepares and/or assists in preparation or reports, records and other documentation as required.

Maintains communication and works closely with early childhood program staff, district staff, and the community regarding information, developments and implementation of project, program or activity and evaluates effectiveness. Researches past and current practices in the field of early childhood development and integrates research in all areas of responsibility.

Assures compliance with federal, state and district policy.

Performs other duties as assigned by the Director of Early Childhood.

#### PHYSICAL DEMANDS

The work is performed while standing or walking. It requires the ability to communicate effectively using speech, vision and hearing. The work requires the use of hands for simple grasping and fine manipulations. The work at times requires bending, squatting, crawling, climbing, reaching with the ability to lift, carry, push or pull light weights.

#### MINIMUM QUALIFICATIONS

Master's degree with Kentucky Interdisciplinary Early Childhood Education Certification (IECE)

Kentucky Professional Certification in Administration

Three (3) years successful experience in early childhood

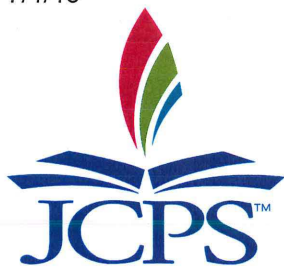
#### DESIRABLE QUALIFICATIONS

Experience teaching at the early childhood level or kindergarten

Successful leadership experience

Knowledge of federal and state laws and regulations relating to early childhood education





<b>JOB TITLE</b>	<b>EARLY CHILDHOOD OPERATIONS AND COMPREHENSIVE SERVICES SPECIALIST</b>		
<b>DIVISION</b>	<b>ACADEMIC SERVICES</b>		
<b>SALARY SCHEDULE</b>	<b>II GRADE 9</b>		
<b>WORK YEAR</b>	<b>260 DAYS</b>	<b>FLSA STATUS</b>	<b>EXEMPT</b>
<b>REPORTS TO</b>	<b>DIRECTOR EARLY CHILDHOOD</b>		
<b>SUPERVISES</b>	<b>COORDINATOR HEAD START, FAMILY SERVICES SPECIALIST/PRESCHOOL, ECH COMPREHENSIVE SERVICES LIAISON, DMRT, ECH OPERATIONS LIAISON, ASSISTANT AREA COORDINATOR, ERSEA CLERK, CLERK II, SECRETARY/BOOKKEEPER</b>		

#### SCOPE OF RESPONSIBILITIES

Assumes responsibility for planning, developing and administering all components assigned, in accordance to State and Federal Early Childhood guidelines. Responsible for working with other areas to ensure maximum integration of the components and collaborates with other programs in the district to provide maximum services to children and their families.

#### PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Reviews short-range and long term plans and goals with the Director of Early Childhood and programs staff regularly to monitor and evaluate effectiveness of procedures, monitoring systems and services.

Plans, develops and updates component work plans, budget requests and procedures.

Works cooperatively with the designated coordinator, program directors and specialists in assessing and addressing the district's priorities and needs and in developing, reviewing and revising program or activity as assigned.

Monitors component services and provides technical assistance when applicable.

Researches past and current practices in all Early Childhood areas assigned and integrates research in all areas of responsibility.

Provides plans, monthly progress reports and other program reports as needed.

Works cooperatively with the designated Early Childhood coordinator and Early Childhood staff development personnel to provide in-service training in area of assignment.

Collaborates with, maintains communication, and works closely with district staff, local school staff, district and organization governance, and community members to provide maximum services to the children and their families.

Maintains comprehensive and confidential records as required.

Assures compliance with federal, state, and district policy, administrative procedures and negotiated agreements as applicable to assignment.

Performs other duties as assigned by the Director of Early Childhood.

#### PHYSICAL DEMANDS

The work is performed while standing or walking. It requires the ability to communicate effectively using speech, vision and hearing. The work requires the use of hands for simple grasping and fine manipulations. The work at times requires bending, squatting, crawling, climbing, reaching, with the ability to lift, carry, push or pull light weights

#### MINIMUM QUALIFICATIONS

Bachelor's Degree or higher with area or major in area of assignment

Five (5) years' experience in working with low-income families

Three (3) years supervisory experience

Knowledge of community resources

Ability to communicate effectively with others

#### DESIRABLE QUALIFICATIONS

Master's degree

Administration and/or supervision certificate or endorsement

Successful experience in area of research methods and strategies