

*Description*

**QUALIFICATIONS:** Minimum Bachelor's degree- IECE certification, Social Work or related field preferred

**REPORTS TO:** Director of Special Education/Early Childhood Learning

**RESPONSIBILITIES:**

The position of Early Childhood Community Connector has been established in order to enhance child find efforts of children in the Dayton Independent Schools, birth through age 5 and assist in creating an intake/placement/connections to services for our families. Coordinating services will include but are not limited to: First Steps, NorthKey, HIPPY, HANDS, Child Care, CCAP assistance, Preschool and Head Start services, etc. Early Childhood Community Connector will:

1. Work with school district, early childhood providers, and other stakeholders to develop and align processes to locate preschoolers who are not currently being served in any early childhood programs
2. Work with all stakeholders to assist them in aligning resources to best engage parents in their children's early learning – utilizing information such as school readiness definition and status, content of parent guides from the Governor's Office of Early Childhood; family supports such as BornLearning academies, HIPPY, HANDS, First Steps, Cradle School, 4C for Children as well as other pertinent programming
3. Administer and analyze screening/assessment data such as: DIAL 4, Brigance, AAPI, ACES, etc.
4. Collaborate with early childhood providers and pertinent organizations to develop family specific transition processes from birth through kindergarten for children and families
5. Assist with collaborative regional efforts, communication of needs, results and importance of high quality early childhood education
6. Seek and request to attend related professional development opportunities to fulfill requirements of contract
7. Manage a wide variety of documents and materials (i.e. forms, handbooks, flyers, etc.) for the purposes of disseminating information to families and community members about Dayton Independent School's Early Childhood Programming
8. Plan and host meaningful early childhood family engagement activities
9. Participate in required district, regional and state meetings
10. Work closely with the Administration as well as Early Childhood staff to create meaningful practices and child find efforts including, but not limited to, door to door recruitment efforts, intentional family connections, Strengthening Families strategies, etc.
11. Be responsible for various duties as assigned by the Superintendent or designee
12. Adhere to all district and school policies and procedures

**ECCC must have:**

- an empathetic posture with the ability to interact with families in a compassionate, nurturing manner supporting parents as their child's first teacher;
- ability to work independently;
- excellent communication skills, written and verbal;
- the ability to present to various groups of stakeholders to communicate messages important to the growth of the Dayton's Early Childhood Program;
- the sincere desire to assist children and families in overcoming any barriers to school and lifelong success;
- reliable transportation;
- some evening and weekend availability

*Shift Type*

Full-Time