

**TITLE:****RTC Early Childhood Consultant****QUALIFICATIONS:**

Certification by Kentucky Department of Education with proper endorsements including Early Childhood Education, plus responsible experience in teaching and supervision or administration, or any equivalent combination of experience or training.

**REPORTS TO:**

Regional Training Center Director and Superintendent of Schools

**PRIMARY JOB GOAL:**

To provide training and technical assistance to the Regional Training Center (RTC) service area with a large emphasis on School Readiness for the Simpson County attendance area.

**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:**

Comprehensive knowledge of principles and practices of modern public school early childhood education and the ability to apply them to the needs of the school districts in the RTC service area; knowledge of current curriculum and instructional practices in early childhood education; ability to plan, organize, and coordinate district educational goals at all levels; ability to work a flexible schedule in order to meet the demands of the job; ability to communicate clearly both orally and in writing with all factions of the school community; ability to develop effective working relationships with the entire school community; commitment to education reform; knowledge of the laws, regulations, and statutes that govern early childhood education; background experience in early childhood education, **Special Education** experience working with private child care facilities and homes.

**PERFORMANCE RESPONSIBILITIES:**

- Maintains at all times an orderly system of management and keeps the RTC Director and Superintendent fully informed of the programs' activities and problems as well as routine matters relating to his/her own accountability **and the RTC.**
- Works with the RTC Director on new policies and developments as formulated jointly by the five RTC's or the State Department of Education.
- Serves in an advisory capacity to the RTC Director for over-all planning and operation of the RTC.
- Attends state, regional, and local meetings as necessary for the discussion of matters relevant to the RTC and school readiness.
- Assists in the planning of the state conference for early childhood and school readiness.
- Disseminates materials and trains LEA staff on new and revised materials.
- Disseminates materials and trains LEA staff on the Public Awareness materials.
- Provides training at regional levels on all of the following areas: assessment and identification; specific curriculum programming and materials; personnel competencies on assessment, programming, methods/strategies, service delivery systems, parental involvement, and promising educational programs/practices; interagency coordination, school readiness, and others as identified by needs assessment.
- Provides on-site and other technical assistance at regional levels on all of the following areas: assessment and identification; specific curriculum programming and materials; personnel competencies on assessment, programming, methods/strategies, service delivery systems, parental involvement and promising educational programs/practices; school readiness; and interagency coordination.
- Develops and maintains linkages with **other state & federal agencies.**
- Participates in the evaluation design of the RTC.
- Expands and organizes the lending library of materials and works with the Parent Resource Center.
- Assists in completing checklists and forms for accurate documentation.
- Provides pertinent information regarding special education materials related to preschool programs.
- Assists RTC District personnel with intervention programming.

- Assists RTC District personnel with student transition activities.
- Assists with data collection for various state and federal reports as required by school districts and the RTC.
- Provides individual consultation concerning individual students, teachers and programs in the RTC area.
- Assists in coordination and maintenance of the statewide child tracking system.
- Attends appropriate professional meetings.
- Performs related duties and assumes other responsibilities as may be assigned by the RTC Director and/or the Superintendent.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT											
1. Check the frequency and number of hours a day the worker is required to do the following specific types of activities:											
ACTIVITY	FREQUENCY		# OF HOURS A DAY								
	CONTINUOUS	INTERMITTENT	1	2	3	4	5	6	7	8	8+
a. Sitting		X								X	
b. Walking		X	X								
c. Standing		X	X								
d. Bending		X	X								
e. Squatting		X	X								
f. Climbing		X	X								
g. Kneeling		X	X								
h. Twisting		X	X								
i. Lifting		X	X								

<b>LIFTING</b> _____ 0-10 lbs.    _____ 11-15 lbs.    _____ 16-30 lbs.    _____X_____ Over 31 lbs.		
2a. HAND MANIPULATION REQUIRED? _____ Yes (If yes, complete 2a,2b,2c,2d,2e) _____X_____ No		
2b. Repetitive hand movements? _____ Yes    _____X_____ No		
2c. Simple Grasping?	Right Hand Yes _____ No _____	Left Hand Yes _____ No _____
2d. Power Grasping?	Right Hand Yes _____ No _____	Left Hand Yes _____ No _____
2e. Pushing Pulling?	Right Hand Yes _____ No _____	Left Hand Yes _____ No _____
2f. Fine Manipulation:	Right Hand Yes _____ No _____	Left Hand Yes _____ No _____

3. (a) Does the job require worker to reach or work above the shoulder? _____ Yes    _____X_____ No Frequency? _____ (b) Reaching at or below shoulder level? _____X_____ Yes    _____ No Frequency? <u>As needed</u>
4. Does the job require use of his/her feet to operate foot controls or repetitive movement? _____ Yes    _____X_____ No
5. Are there special visual or auditory requirements? _____ Yes    _____X_____ No If yes, please describe (i.e. working with computer terminal):
<b>WORK ENVIRONMENT:</b> a. Does the employee work near moving mechanical parts; in high, precarious places; and in outside weather conditions? _____ Yes    _____X_____ No b. Is the employee exposed to fumes or airborne particles? _____ Yes    _____X_____ No If yes, please specify:

<b>BLOOD/FLUID EXPOSURE RISK:</b> (check the right category)
--

☒ **Category I:** Tasks involve exposure to blood, fluid, or tissue  
☐ **Category II:** Usual tasks do not involve exposure to blood, body fluid, or tissues but job may require performing unplanned Category I tasks.  
☐ **Category III:** Tasks involve no exposure to blood, body fluids, or tissues. Category I tasks are not a condition of employment.

**TERMS OF EMPLOYMENT:**

Up to **200** days of employment; salary to be established by the Board of Education.

**EVALUATION:**

Performance of this job will be evaluated in accordance with the provisions of the Board's policy on Evaluation of Professional Personnel.

Date of Approval: August 22, 2002

Revised: July 17, 2008

Revised: May 16, 2019

I have read and understand the terms set forth in this job description.

Signature of Employee \_\_\_\_\_

Date Signed \_\_\_\_\_