TITLE: **Coordinator of Preschool Services**

QUALIFICATIONS:

1. Holds valid Kentucky certification as Supervisor of Instruction or Principal; or has ability to obtain consultant certification in the area to be coordinated prior to accepting the position

1. Minimum of three years successful ~~teaching~~ experience in Early Childhood or leading preschool ARC meetings
2. Is knowledgeable of all applicable federal, state and local regulations, standards and procedures regarding early childhood and special education
3. Demonstrated ability to communicate and work effectively with parents, staff, students, and community
4. Ability to maintain confidentiality

REPORTS TO Director of Early Childhood Learning

JOB GOAL: To coordinate all components of the preschool program; ensuring compliance with federal, state and local statutes, regulations, policies and procedures related to screening, interventions and initial referral and enrollment in school. To assist the Director of Early Childhood Learning in providing support and professional guidance to classroom teachers and the entire preschool team.

PERFORMANCE RESPONSIBILITIES:

1. Is knowledgeable and is able to assist in the implementation of local, state and national guidelines and policies in all areas of early childhood
2. Coordinate professional development in early childhood screening process, intervention process and strategies
3. Attend meetings, seminars, and conferences at local, regional, state and national level pertaining to early childhood
4. Coordinate training and maintain accurate early childhood information in the state approved student information system to include demographic, intervention, and eligibility identification following all due process procedures in order to track trends and progress
5. Lead meetings and discussions of the ARC team
6. Chair Admission and Release Committee (ARC) meetings through the evaluation and placement process
7. Work with school ARC chairs in the timely implementation of the transition process to assure all First Steps (IDEA Part C) children eligible for special education services have an IEP in place by the 3rd birthday

1. Work with early childhood district and community partners and families on birth – Kindergarten learning initiatives
2. Plan, facilitate and implement a district-wide spring preschool screening and other screenings as needed
3. Work with all stakeholders to plan, organize and coordinate the intervention process based on screening results
4. Ensure research-based developmentally appropriate curriculum, instruction and assessment processes are implemented with fidelity
5. Ensure all local, state and federal reporting related to the preschool program in accurate and submitted on time
6. Attend and/or presides over all required meetings and other meetings as the supervisor designates
7. Maintain regular attendance
8. Keep current with all related educational developments and practices
9. Perform other duties consistent with the position as assigned by the supervisor

TERMS OF EMPLOYMENT:

* Salary: Coordinator Index on Certified Salary Index
* Term: 12 months
* FLSA Status: Exempt

BOARD APPROVED: 8/14/2008

REVISED: 4/12/2012 3/11/2021