



# CHARIHO REGIONAL SCHOOL DISTRICT

## Job Description

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<b>Position Title</b>	Teacher – Early Childhood Coordinator
<b>Reports To</b>	Director and/or Assistant Director of Special Education
<b>Level/Grade</b>	Pre-Kindergarten through Kindergarten
<b>Type of position:</b>	<input type="checkbox"/> 12 Month <input checked="" type="checkbox"/> 10 Month <input type="checkbox"/> Contractor <input type="checkbox"/> Extra Curricular

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The Early Childhood Coordinator promotes school readiness of the Chariho Regional School District's preschool-aged children. The planning of children's readiness to learn involves culturally responsive, integrated service delivery of child development, disabilities, and mental health that supports learning environment to: a) enhance children's cognitive, social, and emotional development; b) promote children's growth in language, literacy, mathematics, science, social and emotional development, creative arts, physical development, and approaches to learning.

### Qualifications

- Bachelor's Degree
- Hold Early Childhood Regular and Special Education Certifications
- Two years teaching experience

### Essential Duties and Responsibilities (*other duties may be assigned*)

- Adheres to the policies and related directives of the Chariho Regional School District.
- Seeks opportunities for the integration of the pre-school curriculum with the curriculum of other disciplines.
- Promotes the attainment of the District's Mission, Vision, and Strategic Plan.
- Displays strong and deep knowledge of the philosophical foundations and content of the pre-school curriculum.
- Applies current research-based best instructional practices and strategies to deliver the curriculum
- Displays strong and deep knowledge of the philosophical foundations and content of the pre-school curriculum.
- Coordinate all activities related to Child Outreach screenings, including but not limited to:
  - Advertise screenings
  - Train and supervise screeners
  - Create screening schedule
  - Screen children
  - Meet with parents prior to or at the screening to answer questions and address concerns
  - Review files and score protocols
  - Make re-screen/referral determinations
  - Complete paperwork and send letter with results to families
  - Phone calls to parents if child needs to be referred
- Facilitates Early Intervention transitions.
- Demonstrates knowledge of TSG data systems and monitoring.
- Completes referrals and distribute to Evaluation Team (ET) and/or District Early Childhood Screening Team (DECST).
- Attends all ET and DECST meetings.
- Participates as LEA on all referral, eligibility, and IEP meetings for children who are referred.
- Completes educational evaluations and observations as needed.
- Attends statewide monthly Child Outreach meetings.
- Consults with community preschools and parents, including, but not limited to: observations, scoring/interpreting behavior checklists, writing up suggestions, etc.
- Plans and attends Annual Preschool Fair (on Saturday)

- Coordinates Kindergarten screenings and registration; follow-up with staff and parents as required
- Uses technology to conduct child outreach activities.
- Communicates high and clear expectations.
- Assists students in monitoring their own progress.
- Contributes to collaborative planning activities.
- Consults and collaborates regularly and professionally with colleagues, students, and parents; communicates immediately with all when there are concerns.
- Takes responsibility for personal professional growth.
- Participates in school events and in school and/or department improvement efforts.
- Supervises and assists with the evaluation of others, including but not limited to volunteers and teacher assistants, etc., as appropriate.
- Performs administrative duties, including but not limited to budgeting, ordering of supplies, etc., as appropriate.
- Other duties as assigned by supervisor.

### **Supervises**

Students, Screeners, Teacher Assistants, and Volunteers

### **Skills Required**

- Knowledge of RI Early Learning Standards
- Experience working with families
- Knowledge of Head Start and EI systems
- Familiarity with Federal and RI regulations
- Excellent organizational skills
- Frequent Travel District and State wide
- Ability to read, analyze, and interpret general business periodicals, professional journals, test data, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups, staff, parents, and the general public.
- Ability to calculate figures and amounts.
- Ability to utilize current technology for instruction, communication, data analysis, and access to research.
- Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret a variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.
- Ability to apply knowledge of current research and theory in specific field. Ability to establish and maintain effective working relationships with students, staff, and the community. Ability to communicate clearly and concisely both in oral and written form. Ability to perform duties with awareness of all district requirements and school committee policies.

### **Physical Demands**

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- While performing the duties of this job, the employee is regularly required to stand, walk, sit, and talk or hear. Specific vision ability required by this job includes close vision and distance vision. Frequently, driving is required to meet the demands of this job. Occasionally, yet essential to this position, the individual must meet deadlines with severe time constraints and interact with the public and with other workers. The position may require the employee to work irregular or extended hours, direct responsibility for the safety, well being, or work output of other people, and meet multiple demands from several people.

### **Work Environment**

- The work environment characteristics described here are representative of those an employee

encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- The noise level in this environment may be loud, depending upon the activity in the particular part of the day and location.

### **Education Requirements**

Bachelors' Degree

### **Terms of Employment**

Work year, salary, and benefits established by the School Committee.

**Created: 11/17/2014**

**Revised: 5/1/2015**

*The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.*