



City of St. Charles School District

COORDINATOR OF EARLY CHILDHOOD EDUCATION

Reports to: Associate Superintendent for Curriculum and Instruction
Classification: Certified
FLSA Status: Exempt
Terms of Employment: Salary and Work Year established annually by the Board of Education
Evaluation: Performance in this position will be evaluated regularly by the supervisor and in accordance with Board Policy
Compensation: Reviewed and established annually by the Board of Education

JOB SUMMARY:

The Coordinator of Early Childhood Education coordinates the administrative functions of the district Preschool and Parents as Teachers (PAT) programs.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *Additional duties may be assigned.*

- Coordinates and supervises programs and services associated with the District's Preschool Program.
- Coordinates and supervises programs and services associated with the District's Parents as Teachers Program.
- Support and coach classroom teachers in implementing changes in curriculum, instruction and assessment.
- Coordinates all screening programs for Preschool, PAT, and Kindergarten.
- Communicates effectively with parents, teachers, and staff.
- Development and management of sound fiscal practices.
- Coordinates the scheduling and enrollment of preschool students.
- Works with the elementary principals to ensure consistent programming between preschool and elementary school.
- Coordinates with preschool teachers and extended care personnel to ensure consistency of enrichment activities and curriculum.
- Provides staff development opportunities.
- Assists in the recruiting, interviewing, and selection of appropriate staff.
- Supervises and evaluates the PAT staff.
- Prepares all district, state, and federal reports as required.
- Monitors caseloads and records/files of PAT employees.
- Acquires and utilizes current research, effective practices, and legislation to inform the program development of preschool and PAT.
- Serves as a liaison to community agencies.

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City of St. Charles School District is an equal opportunity educator and employer.

- Attends/Completes District PD and training.

SUPERVISORY RESPONSIBILITIES:

PAT Staff

QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

The requirements listed below are representative of the knowledge, skill, and/or ability required.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION AND/OR EXPERIENCE:

- Master's Degree
- Valid Missouri Teaching Certificate in Early Childhood Education or Early Childhood Special Education.
- Completed training through Parent As Teachers and must maintain a supervisor's certificate through PAT yearly.
- Minimum of two years of experience as a parent educator and experience teaching in an early childhood setting, preferred.

COMMUNICATION SKILLS:

- Ability to effectively present information and respond to questions from parents, staff, and the general public.

MATHEMATICAL SKILLS:

- Ability to add, subtract, multiply, and divide in all units of measurement, using whole numbers, common fractions, and decimals.
- Ability to compute rate, ratio, and percent.

REASONING ABILITY:

- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

OTHER SKILLS AND ABILITIES:

- Must have strong communication, computer and interpersonal skills.
- Ability to apply knowledge of current research and theory in specific field.
- Ability to establish and maintain effective working relationships with staff, and community.
- Ability to speak clearly and concisely both in oral and written communication consistent with the duties of this position.
- Ability to perform duties in full compliance with all district requirements and Board 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 sit and talk or hear. The employee frequently is required to walk and use fingers, tools, or controls. The employee is occasionally required to stand and reach with hands and arms. Specific vision abilities required by this job include close vision, color vision, and depth perception. Occasionally the employee will lift up to 50 lbs. such as to lift files and paper.

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 the work environment is usually quiet. The employee continuously is interacting with the public and staff.

The information contained in job description is for compliance with the Americans with Disabilities Act (ADA) 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.

Coordinator of Early Childhood Education
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Revised SY 2022-2023