



Board of Education of the City of St. Louis
CAREER OPPORTUNITY

<i>Position Title:</i>	Early Childhood Education Coordinator
<i>Payroll/Personnel Type:</i>	12 Month Position
<i>Reports to:</i>	Early Childhood Education (ECE) Executive Director

Position Summary:

Perform the duties required to assist with planning, organizing and implementing the operations of Early Childhood Programs.

Essential Functions:

- Plan, implement and monitor the delivery of services for the Early Childhood Programs.
- Conduct literacy education for families of children and monitor the development assessment for eligible children.
- Coach, monitor and train staff who have responsibilities for early childhood education.
- Assist with planning and implementation of system-wide procedure to recruit and enroll parents into an early childhood parental assistance program.
- Coordinate and integrate the Title I parent involvement program and activities with other existing parent involvement programs, such as Head Start, Early Reading First, Parents as Teachers, public preschool programs, and encourage and support parents in more fully participating in the education of their children.
- Assist with identifying resources/referral contacts with schools and community agencies for parents.
- Development and implement supplemental resources and parent resource materials.
- Facilitate and monitor group meeting offered to parents.
- Plan and maintain community awareness and promotion of program services.
- Conduct regular staff meetings and consultation observation of staff.
- Assist with planning and implementation of program staff professional development in-services and workshops.
- Attend meetings, in-services, seminars and conferences to enhance personal and professional development and to provide resource information to enhance staff meetings/in-services.
- Collaborate with different agencies in early childhood programs.
- Provide training and workshops for staff to learn different ways of implementing the EC program.
- Maintain and submit records and reports as mandated by ECE Executive Director.
- Educate, with parental assistance, all school personnel in valuing parent contributions, communicating and working with parents as equal partners, implementing and coordinating parent programs, and building ties between home and school.
- Perform any other duties as assigned by the ECE Executive Director.

Experience:

- Administrative experience working with Early Childhood programs – minimum 3 years
- Computer skills



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Education:

- Bachelor's Degree in Elementary Education, early childhood education, psychology, nursing, sociology and/or related fields.
- Master's degree preferred.

Knowledge, Skills, and Abilities:

- Computer skills (Outlook, Excel, Word, etc.).
- Ability to manage, organize and prioritize work.
- Strong written and oral communication skills, including preparation of reports and presentations.
- Must have knowledge of problem-solving and collaborative negotiation skills. Understand the role of leadership within a multi-faceted program.
- Exhibit strong interpersonal relationships with colleagues.
- Perform duties in a timely and professional manner.

Physical Requirements:

- Must be physically able to operate and have access to a motor vehicle.
- Must be able to exert up to 10 pounds of force occasionally, and/or a negligible amount of force constantly to lift, carry, push, and pull or otherwise move objects, including the human body.
- Light work usually requires walking or standing to a significant degree.

Working Conditions and Environment:

- Work is routinely performed in a typical interior/office environment
- Very limited or no exposure to physical risk

Disclaimer:

The information contained in this 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.

