



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

Position Title:	Coordinator of Early Childhood Education
Payroll/Personnel Type:	12 Month
Reports to:	Director of Early Childhood Education

Position Summary:

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

Essential Functions:

- Develop, implement and monitor the delivery of services for the Early Childhood Programs to ensure alignment with district goals and state standards
- Evaluates, develops and revises education curriculum and assessment forms periodically
- Develop, implements and monitors outcomes of district goals and student achievement data to improve student learning
- Maintains an accurate and up-to-date record keeping system as deemed necessary for meeting program objectives
- Prepares and submits accurate reports
- Works with and engages teaching staff in shared vision for effective teaching and learning by implementing a standard based curriculum, relevant to student needs and interests, research based effective practice, academic rigor, and high expectations for student learning
- Coach and train teaching staff who have responsibilities for early childhood education
- Reviews instructional practices
- Conducts classroom observations and make recommendations
- Assist with planning and implementation of system-wide procedure to recruit and enroll new parents into the early childhood programs
- Creates and supports a climate that values, accepts, and understands diversity in culture and point of view
- Engages families and communities in support of child's learning and school learning goals
- Collaborate and assist with early childhood education staff to plan, coordinate and implement professional development in-services and workshops
- Participate in professional development opportunities, including workshops and conferences, to bring new and emerging best practices into the program
- Collaborate and work with community partners
- Perform any other duties as assigned by the Director of Early Childhood Education

Knowledge, Skills, and Abilities:

- Apply principles of logical thinking to define problem, collect data, establish facts and draw valid conclusions
- Ability to interpret instructions furnished in written or oral form
- Ability to effectively work and interact with others
- Ability to take learning to practice in order to develop teacher capacity and student growth

Experience:

- A minimum of three years of administrative experience in Early Childhood programs



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

Education:

- Bachelor's Degree in Elementary Education Early Childhood Education, Psychology, Nursing, Sociology or Related Field (required)
- Master's Degree (preferred)

Physical Requirements:

- Must be physically able to operate 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.

Review/Approvals:

Employee

Date

Immediate Supervisor

Date

Human Resources

Date

In connection with hiring for this position the district shall not discriminate against any employee or applicant for employment because of race, religion, color, sex, sexual orientation, age, disability, veteran status or national origin.