



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

Position Title:	Early Childhood Education Coordinator
Payroll/Personnel Type:	12 Month
Job #:	8316
Reports to:	Director of Early Childhood Education
Shift Length:	6.5 Hours a Day
Union Eligibility:	Eligible

Position Summary:

This position will ensure that the Pre-Kindergarten program has a developmentally appropriate curriculum and resources that are inclusive of the best practices and pedagogy in Early Childhood Education. Provide leadership, coordination and administrative support in the ongoing development, implementation and administration of all phases of the district's curriculum cycle.

Essential Functions:

- Creates, evaluates, develops and reviews, and revises education curriculum and assessment forms that align with the Missouri Department of Elementary and Secondary Early Learning Standards and constructivist theory
- Develop, implements and monitors outcomes of district goals and student achievement data to improve student learning
- Prepares and submits accurate oral reports and/or written summaries regarding the status of curriculum and instruction within the district
- 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
- Works with the individual Curriculum Teams to assist them in the alignment of pre-k curriculum
- Assists the Administration in the development of budgets for curriculum development and evaluation, textbook purchases and staff training
- Meets and coordinates with other curriculum area coordinators to promote inter-disciplinary programs
- Provides oversight of special projects as they relate to curricula and instruction
- Ensures that the curriculum component of the all instructional programs are fully operational and being actively used by all staff
- Coach and train teaching staff who have responsibilities for early childhood education
- Reviews instructional practices to assist in the development of teacher's continuous improvement of lesson content and delivery
- Conducts classroom observations and make recommendations
- Design instructional strategies, activities, and materials that support teaching and learning for educators
- 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
- Design professional development sessions and training opportunities for educators and administrators
- Plan, coordinate and implement professional development in-services and workshops



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- 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
- Coordinate and integrate the Title I parent involvement program and activities with other existing parent involvement programs to support parents in fully participating in the education of their children to build ties between home and school
- Assist with identifying resources/referral contacts with schools and community agencies for parents
- Development and implement supplemental resources and parent resource materials.
- Plan and maintain community awareness and promotion of program services
- Collaborate with different agencies in early childhood programs
- Assist with planning and implementation of system-wide procedure to recruit and enroll new students into the early childhood programs
- 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
- Deep understanding of developmentally appropriate best practices, evidence-based teaching techniques applicable to Early Childhood Education
- Understanding of Missouri Department of Elementary and Secondary Early Learning Standards for all content areas
- 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
- Computer skills (Outlook, Excel, Word, etc.)
- Ability to manage, organize and prioritize work in a fast paced environment
- 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

Experience:

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

Education:

- Bachelor's Degree in Elementary Education or Early Childhood Education (required)
- Master's Degree (preferred)
- Valid Missouri Teaching Certification (required)

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

