AUSTIN ISD
JOB DESCRIPTION

JOB TITLE:	**GF SPECIALIST HEAD START ED**			PAY GRADE:	**PRF 4**
DUTY DAYS:	**226**	FLSA STATUS:	**EXEMPT**	DATE REVISED:	**06/02/2025 HC**
FUNDING SOURCE:	**THIS POSITION IS PARTIALLY OR FULLY FUNDED THROUGH LOCAL AND/OR GRANT SOURCES. CONTINUED EMPLOYMENT IN GRANT-FUNDED POSITIONS IS CONTINGENT UPON AVAILABILITY OF FUNDS.**				

MINIMUM QUALIFICATIONS:

A Bachelor's Degree in Early Childhood Education or related field from an accredited college or university is required. A Master's degree in Early Childhood, Child Development or a related field is preferred. A valid Texas teaching certificate is preferred along with (3) to five (5) years of successful classroom teaching experience in an early childhood or Head Start classroom setting, including experience utilizing mentoring and coaching principles with adult learners in a professional early childhood education program setting. CLASS certification preferred. Bilingual (English/Spanish) speaking, reading, and writing preferred.

SKILL REQUIREMENTS:

This position requires knowledge in early childhood curriculum and instruction, and implementation and ongoing assessment (e.g., Conscious Discipline, Teaching Strategies, Creative Curriculum, Classroom Assessment Scoring System). Incumbent must have demonstrated success providing early childhood instruction. Incumbent must have experience in design and delivery of professional development and should have experience in urban schools with diverse student populations, including dual language learners. This position requires excellent written and oral communication skills, as well as the ability to guide and lead other educators, and work cooperatively with others. Incumbent will develop, organize, and conduct training on a variety of topics. Incumbent will organize records and paperwork processes and consistently demonstrate excellent oral and written communication skills. Incumbent must have the ability to communicate effectively using a variety of media, work with others as a team, organize and maintain records, manage time and resources effectively and efficiently, and evaluate staff performance and provide constructive feedback.

JOB PURPOSE AND RESPONSIBILITY:

This position will coordinate and monitor the implementation of Head Start Performance Standards related to early childhood education in AISD. Incumbent will conduct regular site visits and model, consult, and provide guidance and resources to teaching staff and will participate in building systems that provide staff with resources and support. Incumbent will ensure AISD's Head Start program implements and follows the established Head Start Early Learning Outcomes Framework and Texas Pre K Guidelines and curriculum, including training staff and parents in the program. Incumbent is expected to work during the defined workday and beyond the work day and work week as needed.

ESSENTIAL FUNCTIONS:

- Support the Head Start philosophy that promotes and values parent participation and individualization of children in a classroom setting.
- Coordinate the development of learning environments in all Head Start classrooms that emphasize nurturing and responsive practices, interactions, and environments that foster trust and emotional security, promote critical thinking; social, emotional, behavioral, and language development, etc.
- Support teachers to implement strategies and activities in the learning environment that promote successful transitions to kindergarten, including familiarizing children with the transition and fostering confidence about the transition.

- Coordinate with other AISD and Head Start staff to ensure an integrated service is made available for participating families.
- Lead development of a program that focuses on promoting growth in the developmental progressions described in the Head Start Early Learning Outcomes Framework.
- Using approved assessment tools and monitoring checklists, observes assigned classrooms for compliance with current education policies and procedures and Head Start Performance Standards.
- Lead the development of an educational program for dual language learners that recognizes bilingualism, biliteracy, and biculturalism as strengths, and employs research-based teaching practices that support their development.
- Plan, facilitate, present, and evaluate training that supports the aligned curriculum.
- Ensure teachers implement well-organized learning environments with developmentally appropriate schedules, lesson plans, and indoor and outdoor learning experiences that provide adequate opportunities for choice, play, exploration, and experimentation among a variety of learning, sensory, and motor experiences.
- Keep current with best practices for early childhood and Head Start students (review of professional resources, participation in professional development).
- Attend evening meetings, conferences and/or training programs as required. Serve on committees as assigned.
- Observe classes and provide feedback. Provides on-the-job guidance, training, and technical assistance to improve child outcomes and CLASS scores, with a focus on the most struggling teachers and teaching assistants.
- Collaborate with other Head Start staff to determine focus areas of coaching based on data analysis from CLASS observations, assessments, and ongoing observations.
- Provide leadership in the coordination of special events and programs related to Head Start and curriculum.
- Provide support to teachers in analyzing assessment data and making data-driven instructional decisions. Identify needs using analyzed data for each assigned campus.
- Communicate regularly with administrators to sustain timely response to emerging issues.
- Communicate effectively with the Head Start Director and AISD Early Learning Director to problem-solve difficult issues.
- Participate in the annual program self-evaluation and grantee monitoring and complies with the program improvement plans developed. Contributes to the development of program proposals and Community Assessment, as requested.
- Provide an exceptional customer experience for all AISD stakeholders with intentional and professional practices that promote a culture of respect and focus on achieving equitable outcomes.

OTHER DUTIES AS ASSIGNED:

Perform other related duties as assigned; however, all employees are expected to comply with lawful directives in rare situations driven by need where a team effort is required.

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PHYSICAL EFFORT AND WORK ENVIRONMENT:

Work is usually performed in a normal office setting or classroom with no unusual physical demands or exposure to hazardous situations. Some movement throughout the classroom is generally necessary to facilitate learning (e.g., standing, walking, stooping, bending, sitting, and/or kneeling). This position may involve possible exposure to blood or body fluids. Light lifting of materials and other objects associated with a classroom environment is required (e.g., books, teaching aids, up to approximately 20 – 40 lbs.). Regular attendance is required for this position.

PERSONAL WORK RELATIONSHIPS:

This position reports directly to the appropriate supervisor of the department and will work collaboratively with colleagues within the Early Learning Department. Incumbent will have regular contact with campus administrators, teachers, students, and parents.

The Austin Independent School District provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

I have read & acknowledged the job description above.

Employee Signature:		**Date:**	