



Coordinator II, Early Childhood

Reports to:	Director, Curriculum & Instruction	FLSA Status:	Exempt
Department:	Curriculum & Instruction	Structure/Grade:	Unified 129
Division:	Curriculum & Instruction	Workdays:	246
Retirement:	Teachers Retirement System		

Position Summary

Supports staff in developing and improving learning opportunities for students through early childhood curriculum development and providing resources and training to support and improve the implementation of the curriculum.

Essential Job Duties

- Assists with the development, evaluation, and implementation of the curriculum as aligned to the age-appropriate instructional focus of Pre-K scholars.
- Collaborates with district and school-based administrators in the development and implementation of instructional plans that are aligned to the Georgia Early Learning Development Standards (GELDS), Frog Street Curriculum, and supplemental resources.
- Collaborates with other district level departments to plan appropriate professional learning opportunities for teachers and paraprofessionals to enhance their pedagogy and instructional toolkits.
- Interprets Work Sampling Online, Common Formative Assessment, Informal assessment, and supplemental resource data at the school level; use assessment results to provide feedback to improve the instructional program to achieve desired results.
- Provides technical assistance for MTSS and follow-up Program visit meetings at the school level, etc.
- Supports local school efforts to remain compliant with Bright From The Start's Program Visits, Work Sampling Online, GRC Notebook(s), Roster Counts Verification, and State training requirements for impacted lead teacher(s) and paraprofessional(s).
- Supports district and local school efforts to provide appropriate learning opportunities for staff members in the field of Early Learning and Early Childhood Education via planned training, workshops, etc.
- Works in collaboration with various community organizations in support of the curriculum; pursues grant opportunities with partners and assists with the implementation and monitoring of the Bright from the Start (BFTS) Pre-K Grant.
- Maintains knowledge of current relevant federal and state educational issues with consideration of the implication of these issues on district and local school programming.
- Procures resources and services to address curriculum improvements and district initiatives for overall Pre-K program enhancements.
- Assists with maintaining compliance with all budget related rules, regulations, and legal requirements.
- Provides observations and timely instructional feedback for staff members and students' growth opportunities throughout the academic year.
- Assists with facilitating staff and parent meetings throughout the year on various topics associated with the Department of Early Learning and Pre-K Programs.



- Assists with auditing student files, vetting individual class instructional orders, monitoring the instructional artifact checklist, instructional non-negotiables, and the IQ Guides associated with the Bright From The Start grant requirements throughout the academic year.
- Performs other duties as assigned.

Qualifications

- Master's degree in Education, Education Administration or closely related area from a Professional Standards Commission approved accredited college or university is required.
- Minimum five (5) years of managerial/administrative level or school based closely related experience is required. If no school administration experience is held, five (5) years of progressive managerial/administrative level experience in a related industry field is required.
- Requires either a valid Georgia Professional Standards Commission approved certificate in educational leadership at level L-5, NL-5, PL-6 or in content area at T-5 or above. If a level L-5, NL-5, PL-6 or above certificate is not held, the individual must be eligible for the NPL certificate in educational leadership.

Knowledge, Skills, and Abilities

- Ability to maintain professional and constructive relationships, demonstrate flexibility, and show sensitivity to diverse populations.
- Ability to manage multiple tasks simultaneously
- and maintain accuracy despite distractions or competing priorities.
- Ability to produce quality work under tight deadlines, adapt to changing directions, and remain composed in challenging situations.
- Ability to exercise independent judgment, make informed decisions, and complete tasks without detailed instructions.
- Knowledge of DCSD and state curriculum guidelines, standardized testing policies, and school procedures related to learning disabilities, child and substance abuse, and social adjustment.
- Ability to plan and develop grade-level courses of study and create engaging lesson plans using diverse instructional methods and technology.
- Ability to communicate effectively, both verbally and in writing, and maintain professional relationships with internal and external stakeholders.
- Ability to demonstrate dependability, report to work consistently, and complete assignments accurately and conscientiously.

Physical Demands and Work Environment

- Constantly required to exchange accurate information.
- Constantly operates a computer and other office machinery.
- Constantly observes details at close range.
- Frequently remains in a stationary position.
- Occasionally moves about inside an office.
- Occasionally moves office equipment weighing up to 25 pounds.
- Constantly works in an indoor environment.

Disclaimer: Information contained within this position specification only summarizes information for interested individuals. The statements herein are intended to describe the general nature and level of work being performed by the employee in this position. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of a person in this position. If there is a discrepancy between the information in this position specification and the current documents obtained in the Division of Human Resources, the latter will always govern. The DeKalb County School District reserves the right to modify, alter, or discontinue these reference materials for any reason.

Reviewed/Revised: 11/12/2025



By signing below, I agree that I have read and understand the requirements and the essential functions of this position.

Employee: _____ Date: _____

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