

Hutchinson Public Schools Job Description

Job Title: Education Specialist - Pre-K
Department: Head Start/Early Head Start/Early Learning/Lil' Hawks
Reports To: Education Manager
FLSA Status: Non-exempt
Prepared By: Director of Early Learning, March 2025
Approved By: Superintendent, March 2025

SUMMARY: Provides coaching and curriculum support to education staff in the early childhood programs to facilitate change in instructional practices. Will complete tasks in relation to remaining compliant within the program, district, and grants.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Includes the following: Other duties as assigned.

Coaching and Mentoring Duties:

- Establishes and maintains policies, procedures and data sources of the program's coaching practices to ensure successful implementation of Practice-Based Coaching with fidelity to the model and align with program goals.
- Support the emotional and professional well-being of staff, providing a safe, confidential space for educators to discuss challenges, receive guidance, and access resources
- Use Practice-Based Coaching strategies to assist staff in professional growth.
- Respect and maintain the privacy of confidential discussions, observations, and feedback shared during coaching sessions
- Will access the Head Start Regional T/TA system to support strengthening the program's coaching practices.
- Collect data to inform the program's Practice-Based Coaching efforts and evaluate the impact.
- Keep confidential log of all coaching conversations and resources given
- Provide leadership for education staff to build their capacity through mentoring and facilitating improved instructional practices.
- Lead the mentorship program, regular check in's with mentors and mentees, schedule training and observations throughout.
- Keep informed of current coaching practices by collaborating with the education team, attending practice-based coaching and educational conferences and workshops, and by reading current professional literature.

Essential Duties:

- Apply adult learning principles when working with staff.
- Provide knowledge of standards, curriculum, materials, and resources.
- Facilitate the use of program approved, research-based teaching practices to address the needs of students.
- Assist in the integration of instructional technology and other educational tools.
- Plan and keep an organized schedule of meetings and focused observations
- Ensure that all data, communications, and records involving students, teachers, or any other parties are securely stored
- Act as a role model for effective teaching, professionalism, and ethical behavior in the classroom and school community
- Complete state standardized assessments on state funding preschool children.
- Ensure compliance with federal, state, and local regulations regarding early childhood education
- Distribute monthly parent tip sheets and parent involvement activities to support family engagement.
- Distribute and collect home visit and parent-teacher conference paperwork to ensure proper documentation.
- Attend classroom team meetings to collaborate on student progress and instructional strategies.
- Assist in professional development initiatives to enhance staff skills and knowledge.
- Ensures Classroom Assessment Scoring System (CLASS) observations are completed for each classroom and provide follow up support to staff.
- Provide classroom coverage as needed to ensure continuous learning experiences.

SUPERVISORY RESPONSIBILITIES

None

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

Bachelor Degree in Early Childhood Education or a related field

Experience in working with adults and preschool age children. Ability to communicate effectively with persons from diverse backgrounds. Demonstrated ability to work as a member of a team. Organizational skills and the ability to make decisions independently. Must possess strong leadership skills. Must possess a valid Kansas Driver's License, insurance, and reliable transportation.

LANGUAGE SKILLS

Ability to read, analyze, and interpret general business forms. Ability to generate reports and business correspondence. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret charts and bar graphs.

REASONING ABILITY

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

CERTIFICATES, LICENSES, REGISTRATIONS

A bachelor's degree in early childhood education or related field. Experience working with young children.

PHYSICAL DEMANDS

While performing the duties of this job, the employee is regularly required to stand, walk, sit, use hands to finger, handle, or feel, reach with hands and arms, climb or balance, and talk or hear. The employee frequently is required to stoop, kneel, crouch, or crawl and taste or smell. The employee must regularly lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT

While performing the duties of this job, the employee is occasionally exposed to moving mechanical parts, fumes or airborne particles, and outside weather conditions. The noise level in the work environment is usually moderate.

ACKNOWLEDGMENT

I have read and understand the essential functions of the position set forth in this Job Description and certify that I am capable of fully performing each of said essential functions without accommodations or with the following accommodations:

I understand that any misrepresentation regarding my abilities to perform the essential functions of the position may result in disciplinary action including termination of employment. I also understand that punctual and regular attendance is a specific condition of continued employment in accordance with District's policies.

Signature: _____ Date: _____

Printed Name: _____