

# Early Childhood Specialist - Preschool

Dept/Div: Community Services and Recreation/Early Childhood Programs

FLSA Status: Exempt

## General Definition of Work

Performs difficult professional work supporting the creation, facilitation and implementation of early childhood and school readiness programs, and related work as apparent or assigned. Work is performed under the limited supervision of the Assistant Director of Early Childhood Programs. Continuous oversight is exercised over non-licensed program staff.

## Qualification Requirements

*To perform this job successfully, an individual must be able to perform each essential function listed below satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. This is not an exhaustive list of any or all functions a position could perform. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.*

## Essential Functions

Supervises, recruits, recommends for hire, trains, manages and evaluates all non-licensed ECFE and school readiness staff.

Develops, coordinates, and implements staff development through continuing education, team building and in-service training provided to program assistant positions.

Manages and monitors Instructional Assistant leave requests, compensation changes and substitute placements.

Assists program leadership with program design, allocation of class locations, staff assignments, student enrollment, registration, and the creation of marketing materials.

Collaborates with other district staff to ensure the successful alignment of birth through grade three programming.

Oversees and manages the Parent Teacher Association for Early Childhood programs.

Provides assistance to Early Childhood staff; acts as a back up to other program administrators and leadership in their absence, provides back up to other program support staff as needed.

Prepares school calendar, and newsletter.

Collaborates with the Assistant Director of Early Childhood and staff to facilitate improvement initiatives related to evidenced-based best practice, culturally responsive instruction, and inclusive curriculum.

Provides training and mentorship for new staff and encourages others to evolve in their practice through developing a teacher's understanding of best practice and the essential elements of all learners.

Participates in teacher development by being part of the leadership team that develops and implements teacher training opportunities.

Models effective teaching strategies to demonstrate how classroom teachers might adjust their instruction to better meet student needs.

Collaborates with school and district educators; participates in district wide professional opportunities designed to support and further develop instructional coaches

All other duties as assigned.

## Knowledge, Skills and Abilities

Thorough knowledge of the practices, methods and techniques used in early childhood development; thorough knowledge of health, safety and first aid practices; thorough knowledge of practices, methods and techniques used in classroom teaching; thorough knowledge of standard education evaluation parameters; thorough knowledge of standard office practices, procedures and equipment; thorough knowledge of school system routines and procedures; thorough knowledge of school policies and regulations; thorough knowledge of business English, spelling and arithmetic; thorough skill communicating orally and in writing; thorough skill using personal computers and related software packages, hardware and peripheral equipment; thorough skill using or completing student learning plans and reporting features; some skill using standard accounting software; some skill using standard attendance software; ability to make arithmetic computations using whole numbers, fractions and decimals; ability to compute rates, ratios and percentages; ability to organize and perform work independently; ability to type accurately and at a reasonable rate of speed; ability to meet the public effectively; ability to maintain confidential files and information; ability to establish and maintain effective working relationships with students, parents and associates.

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## **Education and Experience**

Bachelor's degree in birth-grade 3 education, early childhood, parent education, or related field and moderate experience working in early childhood education or programming, coaching teachers, working with conscious discipline and social/emotional framework preferred, or equivalent combination of education and experience. Master's degree preferred.

## **Physical Requirements**

This work requires the occasional exertion of up to 10 pounds of force; work frequently standing, walking, sitting, speaking or hearing, using hands to finger, handle or feel and reaching with hands and arms and occasionally requires stooping, kneeling, crouching or crawling, pushing or pulling, lifting and repetitive motions; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound; work requires preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, using of measuring devices, operating machines, operating motor vehicles or equipment and observing general surroundings and activities; work has no exposure to environmental conditions; work is generally in a moderately noisy location (e.g. business office, light traffic).

## **Special Requirements**

Early Childhood teaching license required.

Last Revised: 8/8/25