

SCHOOL DISTRICT NO. 21 OF MARICOPA COUNTY, ARIZONA
MURPHY ELEMENTARY SCHOOLS

POSITION DESCRIPTION

CLASSIFICATION:	Certified
POSITION:	Early Childhood Coordinator
QUALIFICATIONS:	Graduate of an accredited college or university. Master's Degree in Education. Experience in Early Childhood Education preferred. Bilingual Spanish preferred but not required. Current Arizona Teaching Certificate; Early Childhood Endorsement Strong written and verbal communication skills. Must be computer literate. Possess that special quality of empathy for and have the ability to establish rapport with children and adults. Respect for confidentiality of records and communication
SUPERVISED BY:	Primary: Family Literacy Specialist Secondary: Director of Curriculum
SUPERVISES:	Early Childhood Caseworkers, Parent Outreach Liaisons
POSITION GOALS:	The Early Childhood Program Coordinator will administer the health, dental and nutrition services for the Murphy Community as required by the <i>First Things First Grant</i> . Expand on high quality Early Childhood Education opportunities.
DUTIES AND RESPONSIBILITIES:	
	<ol style="list-style-type: none">1. Coordinate with Early Childhood Caseworker to conduct Parents' Evaluation of Developmental Status screening.2. Identify and coordinate health and mental health services for families and their children.3. Expand on high quality of Early Childhood Education opportunities; establish weekly schedules4. Make home visits to coordinate services with Early Childhood Caseworker when needed5. Develop and partner with area agencies to provide services for families with children zero to five years of age (0-5).6. Determine family needs and refer to the appropriate program.7. Create professional development plans and workshops to increase staff's early childhood development and education qualifications.8. Attend <i>First Things First</i> meetings; provide staff with development training in early childhood development education and other meetings as assigned.9. Measure the development of each child and prepare relative reports on their growth and development.10. Cooperate with outside agencies and other personnel within the district as applicable.11. Collect and input data on families served. Maintain accurate, up-to-date records and contact notes.12. Communicate effectively with supervising administrators on specific services and issues within area of responsibility.13. Prepare reports as required.14. Perform any other related job tasks upon request of supervisor.
PHYSICAL REQUIREMENTS:	Sitting, standing, walking, stooping/bending, some lifting up to 50 lbs.
TERMS OF EMPLOYMENT:	40 hours per week - FT - Benefits Contingent upon Funding – <i>First Things First Grant</i>
EVALUATION:	Performance on this job will be evaluated annually in accordance with the provisions of Board Policy on the evaluation of Certified Personnel.
YEARLY:	\$35,000.00 - \$42,500.00 * prorated March 22, 2010 to June 30, 2010