



EDUCATION . . .  
*Road To Success*

**HANCOCK PLACE  
SCHOOL DISTRICT**

**SECTION: 500 Support Staff Positions**  
**TITLE: 023 Early Childhood Director**

---

<b>TITLE:</b>	Early Childhood Director
<b>QUALIFICATIONS</b>	<ul style="list-style-type: none"><li>* Successful completion of DESE-approved training in parent education (a minimum of 30 hours of pre-service training), AND certification for Parents as Teachers (regardless of previous training or experience).</li><li>* Successful completion of the 2-day Parents as Teachers Supervisor training, as provided by the Parents as Teachers National Center.</li><li>* Complete annual inservice training to maintain Parents as Teachers certification.</li><li>* Minimum 2-year Associate's Degree or 2-year certificate program in Early Childhood Education and/or Child Development.</li><li>* Strong personal initiative and ability to work in a school environment.</li><li>* Strong interpersonal and written communication skills, with the ability to develop positive working relationships with parents, community members, school staff, advisory councils, and the Board of Education.</li><li>* Must have valid drivers license and provide own transportation to perform all required responsibilities.</li></ul>
<b>REPORTS TO / EVALUATED BY:</b>	Assistant Superintendent
<b>SUPERVISES:</b>	Parent Educators
<b>TERM OF POSITION:</b>	Part-time position (10-months) <ul style="list-style-type: none"><li>* The Early Childhood Director will serve the total number of student days in session in each fiscal year (typically between 174 and 176 days per school year).</li><li>* The Early Childhood Director will serve a total of 4 hours per work day.</li></ul>
<b>SALARY:</b>	Negotiable
<b>VACATION:</b>	None
<b>JOB GOAL:</b>	The goal of the Early Childhood Director is to supervise and coordinate the district's services delivered to families by the Parents as Teachers Program.
<b>RESPONSIBILITIES:</b>	<ul style="list-style-type: none"><li>* The Early Childhood Director will also serve in the following positions:<ol style="list-style-type: none"><li>1. Preschool Coordinator.</li><li>2. Parents as Teachers Coordinator.</li><li>3. Health &amp; Wellness Committee District Coordinator.</li><li>4. Contact person and scheduler for "Reach Out Health Care America Dental Program".</li><li>5. Contact person for Children's Hospital Services (Safety Street, Fit &amp; Fun programs, hearing and vision screenings for all grade levels).</li></ol></li><li>* Maintains all PAT records, develops system of PAT recordkeeping, and review parent educator records.</li><li>* Develops and administers the PAT budget.</li><li>* Responsible for completing all state and local reports, including all applications and final reports.</li><li>* Attends appropriate PAT regional and/or coordinator meetings.</li></ul>



EDUCATION . . .  
*Road To Success*

**HANCOCK PLACE  
SCHOOL DISTRICT**

**SECTION: 500 Support Staff Positions**  
**TITLE: 023 Early Childhood Director**

- 
- \* Serves as liaison to PAT Advisory Board, plans and organizes Advisory Board activities, including PAT registration packets.
  - \* Assists in recruiting, interviewing, and recommendation of parent educator staff.
  - \* Promotes the district's PAT program through media, presentations, and district publications.
  - \* Assists in recruiting expectant parents, including teenage parents, and parents of infants and preschool-age children.
  - \* Provides screening for children from birth to kindergarten age; provides written summaries of screening results to parents; refers children with developmental concerns; completes appropriate referral forms; addresses parent concerns; assist and instruct parents in behavior management, physical development, language development, and conceptual learning exercises and activities.
  - \* Maintain confidentiality on all school-related matters.
  - \* Perform any and all other duties as dictated by law and/or assigned by the Assistant Superintendent or Superintendent.

**Hancock Place School District**

**Date Approved: February 11, 2009**