

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

TITLE: Early Childhood Director

QUALIFICATIONS

- * 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).
- * Successful completion of the 2-day Parents as Teachers Supervisor training, as provided by the Parents as Teachers National Center.
- * Complete annual inservice training to maintain Parents as Teachers certification.
- * Minimum 2-year Associate's Degree or 2-year certificate program in Early Childhood Education and/or Child Development.
- * Strong personal initiative and ability to work in a school environment.
- * 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.
- * Must have valid drivers license and provide own transportation to perform all required responsibilities.

REPORTS TO / EVALUATED BY: Assistant Superintendent

SUPERVISES: Parent Educators

TERM OF POSITION: Part-time position (10-months)

* 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).

* The Early Childhood Director will serve a total of 4 hours per work day.

SALARY: Negotiable

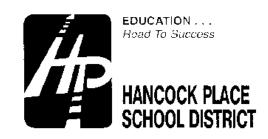
VACATION: None

JOB GOAL: 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.

RESPONSIBILITIES:* The Early Childhood Director will also serve in the following positions:

- 1. Preschool Coordinator.
- 2. Parents as Teachers Coordinator.
- 3. Health & Wellness Committee District Coordinator.
- 4. Contact person and scheduler for "Reach Out Health Care America Dental Program".
- 5. Contact person for Children's Hospital Services (Safety Street, Fit & Fun programs, hearing and vision screenings for all grade levels).
- * Maintains all PAT records, develops system of PAT recordkeeping, and review parent educator records.
- * Develops and administers the PAT budget.
- * Responsible for completing all state and local reports, including all applications and final reports.
- * Attends appropriate PAT regional and/or coordinator meetings.



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- * 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