

Coordinator IV, Early Childhood Education

Position Details

Job Code: U703

Reference Code: A509

Division/Unit: Curriculum and Instruction

Classification: Licensed Administrator

Terms of Employment: [Step 41 of the Unified Administrative Salary Schedule, 12 Months](#)

FLSA STATUS: EXEMPT

Position Summary

This position serves as an instructional leader that provides professional learning opportunities to teachers, site-based administrators, and central office staff, on the development and implementation of effective early childhood education, including the coordination and use of standards, instructional materials, program development and analysis, and instructional support. This position collaborates with teachers, administrators, staff, and the community on the implementation of research-based teaching, learning, and assessment strategies and practices for early childhood education. This position is responsible to the Director of Early Childhood Education, Curriculum and Instruction Division (CID), Academic Unit (AU).

Essential Duties and Responsibilities

The list of Essential Duties and Responsibilities is not exhaustive and may be supplemented.

1. Collaborates with region leadership and/or designee(s) to accomplish the Clark County School District goals for early childhood education; serves as a liaison between the CID and the regions.
2. Collaborates with administrators and project facilitators within and outside CID.

3. Supervises preparation of curriculum documents and instructional materials, as assigned.
4. Designs, presents, facilitates, and coordinates early childhood education professional learning activities for teachers, parents/guardians, administrators and other audiences, as required.
5. Facilitates and supports the selection and supervision of teacher task forces for early childhood education for the curriculum development, revision, adoption of instructional materials, and for various other curriculum-related projects aligned to early childhood education.
6. Provides leadership in the development, implementation, and oversight of early childhood education programs in alignment with District goals.
7. Monitors all early childhood programs ensuring quality instruction through the implementation of best practices and standards set forth by the National Association for the Education of Young Children (NAEYC) and the Early Childhood Environment Rating Scale, third edition (ECERS-3.)
8. Seeks grant opportunities to support early childhood education and administer, and implement existing grants and their related budgets; assists with data collection and grant writing/monitoring.
9. Serves as liaison (as appropriate) to community groups and public agencies and represent the District in matters related to early childhood education at the local, state, and national levels.
10. Interprets District policy and procedures related to early childhood education for parents/guardians, teachers, administrators, and other interested groups.
11. Gathers, evaluates, and disseminates research-based practices in curriculum, instruction, and assessment to teachers, administrators, parents/guardians, and community members.
12. Collaborates with early childhood education administrators to ensure program alignment.
13. Plans, organizes, and coordinates District programs for curriculum and instruction related to early childhood education.
14. Supports articulation and alignment of programs for students with special needs and English learners.
15. Manages multiple projects and responsibilities simultaneously and prioritize accordingly.
16. Develops, monitors, and evaluates project plans to ensure completion within timeline and budget.
17. Gathers data, analyzes, and evaluates the effectiveness of early childhood education curriculum and professional learning.

18. Assists schools with program design and implementation practices to positively impact early childhood education, including identifying and supporting successful intervention and acceleration programs to increase student achievement; and assists schools with implementation of successful program practices, including ensuring end-of-year kindergarten readiness within all early childhood education programs.
 19. Trains and supports administrators, teachers, and other school staff to align early childhood education to Creative Curriculum® for Preschool and the Nevada Pre-Kindergarten Standards and the Nevada Educator Performance Framework (NEPF).
 20. Provides professional learning opportunities to meet the needs of teachers within the Professional Growth System (PGS) and administrators outside of the contracted work hours on a regular basis including weekends and evenings.
 21. Conducts collaborative data analysis with school administration and teachers to identify strengths in instruction, trends and create site-based action plans to support increased student achievement.
 22. Conducts collaborative instructional observations to support teacher development through feedback, coaching and professional learning structures.
 23. Participates in site visits to schools to review instructional programs.
 24. Provides direct support and expertise to administrators, teachers, and other stakeholders, including parents/guardians regarding early childhood education development, curriculum, instruction, assessment, programs, and professional learning opportunities.
 25. Attends to written and verbal correspondences regarding curriculum, instruction, and assessment.
 26. Develops resources for parents/guardians and students including videos and documents aligned to the Nevada Pre-K Standards.
 27. Participates in performance management program evaluation and data analysis related to content area programs and projects.
 28. Collects, analyzes, and reviews data in order to revise, improve, and plan for future opportunities for professional learning for teachers and administrators.
 29. Collaboratively discusses school trend data with site administration in an effort to co-construct a site-based plan for teacher support and program development.
 30. Supervises and evaluates assigned staff.
 31. Performs other duties related to the position, as assigned.
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Position Expectations

1. Knowledge of federal, state, and local mandates and laws including the seamless transition of children from Part C services [birth to age three (3)] to Part B services (age three (3) and up).
2. Knowledge of federal, state, and local policies and procedures, including but not limited to the Children's Internet Protection Act (CIPA), the Family Educational Rights and Privacy Act (FERPA), the Individuals with Disabilities Education Act (IDEA), and Every Student Succeeds Act (ESSA).
3. Knowledge of District procedures, policies, and regulations.
4. Knowledge of processes related to supervision and evaluation of support professional and licensed employees.
5. Knowledge of negotiated contracts for all employee groups.
6. Knowledge of legalities associated with personnel management and supervision.
7. Knowledge of best practices in the field of early childhood education and elementary curriculum, instruction, and assessment.
8. Knowledge of early childhood education and supplemental programs appropriate for all early childhood students (i.e., Creative Curriculum[®] for Preschool, Nevada Pre-Kindergarten Standards, etc.).
9. Knowledge of early childhood development.
10. Working knowledge and understanding of tools used to assess high quality programming in early childhood education and materials at correct developmental levels for all children.
11. Working knowledge of and clear understanding of Teaching Strategies GOLD and Brigance.
12. Ability to plan, develop, deliver, and evaluate professional learning opportunities.
13. Ability to develop handbooks, catalogs, brochures, policies, regulations, procedures, and reports, as requested.
14. Ability to exercise diplomacy, sound judgment, leadership, problem solving, and accountability.
15. Effective communication, collaborative, and interpersonal skills.
16. High level of self-confidence, initiative, self-direction, and motivation.
17. Knowledge of District budgetary processes.
18. Knowledge of District or school level instructional planning and curricular design.
19. Excellent verbal, written, and presentation skills.
20. Ability to work cooperatively with other departments within the District, with the Board of Trustees, and with other agencies, both state and national.
21. Ability to prepare and validate reports and review all evaluations, documents, and research.

22. Ability to maintain and administer budgets and high quality early childhood programming.
 23. Ability to manage multiple projects and to meet deadlines.
 24. Effective skills in planning, organizing, and coordinating projects.
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Position Requirements

Education and Training

An earned master's degree in Early Childhood Education, Curriculum and Instruction, Educational leadership, or a related field from an accredited college or university.

Licenses and Certifications

1. Hold or be able to acquire, by time of appointment to the position, a Nevada administrative endorsement, as appropriate.
2. A valid driver's license or state-issued identification card.

Experience

1. Have previously demonstrated at least five (5) years of successful licensed teaching experience in an accredited Pre-K-12 public or private school and be able to acquire, by time of appointment, appropriate Nevada administrative endorsement; or, have previously demonstrated at least three (3) years of successful licensed teaching in an accredited Pre-K-12 public or private school and currently hold the appropriate valid Nevada administrative endorsement.
2. Successful performance in position held at time of application.

Preferred Qualifications

1. Demonstrated at least three (3) years of successful licensed teaching experience in early childhood education.
2. Strong early childhood/pre-kindergarten curriculum background and experience with instructional planning and leadership at a school or District level.

When applying for an administrative position, candidates must meet the minimum qualifications as listed on the appropriate position vacancy announcement.

AA/EOE Statement

The Clark County School District is proud to be an equal opportunity employer. The Clark County School District is committed to providing all applicants and employees

equal employment opportunities without regard to race, color, religion, sex, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or military status or other characteristics protected by applicable law. Here at Clark County School District, we are a diverse group of people who honor the differences that drive innovative solutions to meet the needs of our students and employees. We believe that through a culture of inclusivity, we have the power to reflect the community we serve.

Job Revision Information

- Revised: 08/04/23
- Created: 06/21/23