

Coordinator IV, Early Childhood Transition Specialist

Position Details

Reference Code: A401

Division: Student Services

Classification: Licensed Administrator

Terms of Employment: Range 40 of the Unified Administrative Salary Schedule,
12 Months

FLSA STATUS: EXEMPT

Position Summary

This position functions to provide technical and educational assistance to administrators, teachers, parents/guardians, and community agencies regarding Early Childhood Transition Services and providing support and services to schools, administrators, and teachers that work with students within the Early Childhood Department. This position is directly responsible to the Director, Early Childhood Program, Student Services Division (SSD), Academic Unit.

Essential Duties and Responsibilities

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

1. Provides technical assistance in the development of Early Childhood Transition Services.
2. Provides technical support to administrators and teachers at school buildings with new Pre-Kindergarten programs.
3. Provides technical assistance and support to administrators, teachers, parents/guardians, and the community agencies regarding Early Childhood Transition Services and to increase student achievement, improve program

- quality, and to ensure compliance with Nevada Administrative Code (NAC) and special education requirements.
4. Facilitates the implementation of IEP developed at Child Find into service delivery models throughout the District. Assist with disputes or concerns regarding student placements, Individualized Educational Programs (IEPs), or services.
 5. Facilitates the seamless transition of early childhood youngsters from community agencies into the District.
 6. Facilitates the seamless transition of students from Early Childhood Transition Services delivery models to school-aged service delivery models throughout the District.
 7. Plans, organizes, and directs professional learning sessions and professional learning communities for all Early Childhood Programs.
 8. Ensures quarterly data (Part C., Transitions) are collected, reviewed, and aggregated; reports data to partner agencies and the Nevada Department of Education.
 9. Oversee performance management, program evaluation, and data analysis related to content area programs and projects.
 10. Assists administrator, teachers, and support professionals in the implementation of federal, state, and local mandates in special education.
 11. Serves as special education specialist on designated IEP committees to advise on such areas as legal issues, program development, and procedural safeguards, as directed.
 12. Assists in the process of securing new program units for each fiscal year for Early Childhood Special Education (ECSE) and General Education.
 13. Collaborates with Head Start Partners to improve student achievement and outcomes.
 14. Collaborates with Community Programs to assist in the transition from Pre-Kindergarten to Kindergarten.
 15. Performs other duties related to the position, as assigned.
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Position Expectations

1. Knowledge of laws and regulations that govern the education of students who are in need of additional supports to meet District and state standards, primarily related to Early Childhood and Part C to Part B transitions.
2. Knowledge of Creative Curriculum for Preschool®, Nevada Pre-K Content Standards, Nevada State Content Standards, Developmentally Appropriate

- Practices in Early Childhood and additional supplemental programs appropriate for all early childhood students.
3. Knowledge of tools used to carry out primary functions of the job and knowing/understanding applications/programs that are appropriate for classroom instruction, Infinite Campus and My Teaching Strategies (GOLD®).
 4. Knowledge and understanding of tools used to assess high quality programming in Early Childhood.
 5. Knowledge of Individuals with Disabilities Education Act (P.L. 101-476), Section 504, P.L. 99-457, NAC, and the Americans with Disabilities Act (ADA).
 6. Understanding and sensitivity to the needs of cultural and ethnic groups and individuals with disabilities and early childhood education.
 7. Thorough working knowledge of federal, state, and local mandates.
 8. Ability to work with parents/guardians, peers, and others.
 9. Excellent verbal and written communication skills.
 10. Ability to establish and maintain an effective working relationship with Early Intervention service providers and agencies.
 11. Ability to develop and plan professional learning for Early Childhood Staff.
 12. Ability to create positive working and learning environments.
 13. Ability to plan and organize work and set priorities.
 14. Ability to coordinate services and support for a variety of Early Childhood programs.
 15. Ability to effectively lead, direct, and manage a multitude of projects, tasks, and services simultaneously.
 16. Ability to work in a fast-paced environment amid constant challenges and often-competing interests.
 17. Ability to continually, lead analyses of current practices with a focus on improvement.
 18. High-level skills in planning, organizing, and coordinating the activities of others in a pleasant and efficient manner.
 19. High-level of self-confidence, initiative, self-direction and motivation.
 20. Demonstration of mental and physical stamina commensurate with the responsibility of the position.
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Position Requirements

Education and Training

An earned master's degree from an accredited college or university.

Licenses and Certifications

1. Must possess or be able to acquire a Nevada school administrative endorsement.
2. Must possess or be able to acquire a Nevada license as a teacher of early childhood (0-7 years) developmentally delayed.
3. A valid driver's license that allows the applicant/employee to legally operate a vehicle in Nevada.

Experience

1. Have previously demonstrated at least five (5) years of successful licensed teaching, early childhood, or special education experience in an accredited K-12 public or private school and be able to acquire, by time of appointment to the position, a Nevada administrative endorsement or have previously demonstrated at least three (3) years of successful licensed teaching, early childhood, or special education experience in an accredited K-12 public or private school and currently hold a valid Nevada administrative endorsement.
2. Successful experience in a corresponding or related position including two (2) years successful experience in providing educational and technical assistance.
3. Successful performance in the position held at the time of application.

Preferred Qualifications

1. Minimum of five (5) years teaching experience.
2. Recent experience working with the early childhood population.

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

AA/EOE Statement

This employer does not knowingly discriminate on the basis of race, color, religion, sex, sexual orientation, gender identity or expression, age, disability, or national origin.

Job Revision Information

- Revised: 08/18/21
- Created: 11/14/08