

Title: Kindergarten Readiness Coordinator

Reports To: Elementary Assistant Principal

Communicates With: Elementary Assistant Principal and Director of Teaching and Learning

Terms of Employment: 1 Semester (ending June 30, 2019)

Salary: Project Coordinator- (No Benefits) Salary Commensurate on Degree and Experience

Purpose: The Kindergarten Readiness Coordinator involves close collaboration with child care/pre-kindergarten programs, public school kindergarten teachers and administrators, direct service providers, and other community organizations.

Position Qualifications:

- Degree (Bachelor or Associate) in Early Childhood Education, Birth through Kindergarten Education, or Human Service related field.
- Knowledge of early childhood education programs, operations and procedures as they relate to school readiness.
- Experience in programs serving young children and families, with prior experience in group training and facilitation, program evaluation, statistics, data analysis, and training groups in self-evaluation.
- Working knowledge of statistical packages and related database programs.
- Ability to present and communicate information effectively in written and oral form and work effectively with people from diverse backgrounds.
- Demonstrates positive interpersonal skills and collaborative working skills.
- Demonstrates effective communication skills, both oral and written.

Job Responsibilities:

- Facilitate liaison between early education programs and K-2 teachers and administrators on kindergarten readiness goals and activities.
- Collaborate in designing and promoting activities that provide continuity between early education and kindergarten and supporting activities to provide orientation to Kindergarten for all children and their parents.
- Professionally represent Colby Public Schools and administrators as directed in communications with constituents providing accurate information , facilitation and problem resolution.
- Identify school readiness skills and deficits for children entering kindergarten and develop targeted strategies to address identified needs.
- Lead kindergarten and child care teachers, directors, administrators, parents and community members in forums, round table discussions, and parent meetings.
- Provide program support and technical assistance in relation to school readiness for all school-related programs including, but not limited to preparation of presentations, budget, tracking, calendar management, travel and and correspondence to staff, parents and community members.
- Promote and encourage expansion of preschool classes, including Pre-K, Head Start, Title I, and others, including those housed in public schools and other settings.
- Promote efforts to explore other options for additional early education programs.
- Analyze and interpret data related to Kindergarten readiness.
- Maintain program records in compliance with state and federal guidelines and USD 315 District policy(cies).