

Early Childhood Resource Program Coordinator

Job Description

Purpose Statement

The job of Early Childhood Resource Program Coordinator is done for the purpose(s) of directing early childhood programs and services; providing information and serving as a resource to others; achieving defined objectives by planning, evaluating, developing, implementing and maintaining services in compliance with established guidelines.

This job reports to the Superintendent of Schools.

Essential Functions

- Collaborates with Kindergarten teachers for the purpose of determining the minimum skills needed for incoming kindergarten students.
- Communicates with supervisor regarding progress of the program and any programming developed for the purpose of ensuring the program is achieving the intended outcome.
- Coordinates the county-wide “Books for Babies” program for the purpose of increasing awareness of the importance of reading skills.
- Coordinates the Community Child Find health fair with community agencies for the purpose of implementing state requirements.
- Creates a physical model learning environment for early childhood classes for the purpose of providing an example for parents and providers to visit.
- Promotes program (e.g. media, personal contacts, presentations to civic groups, etc.) for the purpose of increasing the awareness, interest and participation in the program.
- Provides classes for parents and children to attend (e.g. Moms and Tots classes, etc.) for the purpose of modeling developmentally appropriate learning activities.
- Provides developmentally appropriate learning activities for children (e.g. materials and activities that can be checked out, etc.) for the purpose of transitioning students into kindergarten with skills required.
- Responds to inquiries of staff, district personnel, other professional organizations, etc. for the purpose of providing information and/or direction as may be required.
- Serves as a resource to district personnel and as a liaison to community agencies (e.g. district committees, community agencies, interagency boards, state superintendent, etc.) for the purpose of explaining procedures; conveying and/or receiving information as needed for the planning, developing and evaluating services related to child care.

Other Functions

- Monitors budget allocations, expenditures, fund balances and related financial activities for the purpose of ensuring that allocations are accurate, revenues are recorded, expenses are within budget limits and/or fiscal practices are followed.
- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.
- Presents STARS classes for the purpose of providing continuing education courses for local daycare providers and learning centers.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, technical tasks. Specific skill-based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment including using a variety of software applications; planning and managing projects and programs; overseeing financial activities; developing effective working relationships; preparing and maintaining accurate records; administering personnel policies and procedures; and coordinating with other agencies.

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KNOWLEDGE is required to perform basic math; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and understand complex, multi-step written and oral instructions. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: appropriate codes, policies, regulations, and/or laws; age appropriate activities; lesson plan requirements; stages of child development; and behavioral management strategies.

ABILITY is required to schedule a number of activities, meetings, and/or events; often gather, collate, and/or classify data; and use job-related equipment. Flexibility is required to independently work with others in a wide variety of circumstances; analyze data utilizing a variety of complex processes; and operate equipment using a variety of standardized methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with similar types of data; and utilize a variety of types of job-related equipment. Some problem solving may be required to identify issues and select action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: establishing and maintaining effective working relationships; working with multiple projects, frequent interruptions, and changing work priorities; maintaining confidentiality; and facilitating communication between persons with frequently divergent positions.

Responsibility

Responsibilities include: working under direct supervision using standardized procedures; providing information and/or advising others; tracking budget expenditures; utilization of resources from other work units is often required to perform the job's functions. There is some opportunity to significantly impact the organization's services.

Work Environment

The usual and customary methods of performing the job functions require the following physical demands: some lifting, carrying, pushing, and/or pulling, and significant fine finger dexterity. Generally the job requires 10% sitting, 45% walking, and 45% standing. The job is performed under minimal temperature variations.

Experience: Job related experience within a specialized field with increasing levels of responsibility is required.

Education: Bachelor's degree in job-related area.

Certificates and Licenses: Certificate as required by the Wyoming Department of Education

Continuing Education/Training: Required annual trainings, maintains certificates and/or licenses

Clearances: Criminal Justice Fingerprint/Background Clearance

FLSA STATUS: Non Exempt