

TITLE

Pre-School Coordinator

ESSENTIAL FUNCTIONS

- Operation of five (5) state grant classrooms
- Operation of two (2) SPED pre-k classrooms
- Operation of one (1) transitional K classroom
- Supervision of eight (8) classroom teachers and 16 ½ teaching assistants
- Monitoring and record keeping for 11 bus assistants – time sheets and route records
- Monitoring substitutes for bus assistants
- Carrying a caseload of nine(9) SPED pre-k students housed in a regular pre-k classroom – maintain IEPs and all records for these students
- Carrying three (3) SPED students on consultation housed at the Jamestown Head Start Center – maintain all records and progress reporting
- Serving as a consultant to Head Start on behavior issues
- Monitoring and completing all purchasing and budgeting issues related to the state grant pre-K program
- Monitoring and maintaining all records required for the operation of the state grant program
- Evaluating teachers and maintaining all records for evaluation on the pre-K teachers
- Attending state meetings required by the grant program
- Maintaining and monitoring all fire regulations, state health regulations, and maintaining playground safety
- Planning and implementing all staff development for the pre-K department
- Purchasing and maintaining inventory of preschool equipment and supplies
- Planning and implementing parent-education programs
- Serving as intake/referral for all pre-K students
- Planning and implementing all public relations for pre-K as well as advertisements and news releases
- Assisting teachers with testing of students
- Serving as a community resource person for early childhood related organizations such as:
 - The Children’s Center of the Cumberland, Boys and Girls Club of Fentress County, Department of Children’s Services, Imagination Library Governor’s Books from Birth Program, etc.
- Submitting reports as requested from the state department, along with annual end of year report in May.