

**Job Title:** Title I Extended Day Kindergarten Coordinator I  
**Department:** Title I Department  
**Reports To:** Title I Director  
**FLSA Status:** Exempt  
**Salary Schedule:** AA lane 01



## **SUMMARY**

This position coordinates and oversees the Optional Extended Day Kindergarten (OEK) programs and teachers in Washington County School District. Responsibilities include the articulation and coordination of OEK programs with the Utah Early Childhood (EC) Standards, Utah Core, Utah Early Childhood assessments, and the Washington County School District Early Childhood Model; coordinates with Language Arts Coordinator for curriculum and assessments for 1<sup>st</sup> and 2<sup>nd</sup> grade ELA programs, curriculum, and assessments; provides OEK training and on-site coaching for certified teachers and paraprofessionals for implementation of best practices.

***ESSENTIAL DUTIES AND RESPONSIBILITIES may include the following. Regular, reliable worksite attendance and timeliness is an essential job function to perform the essential duties and responsibilities of the position. While this job description attempts to outline all essential duties of the position, the description is not a contract and the job functions are subject to change at the organization's discretion. Other duties may be assigned.***

Coordinates curriculum and instruction for OEK programs.

Coordinates the development of GVC, lesson plans, and classroom instruction for OEK programs with Utah EC standards.

Coordinates the selection of curriculum materials. Orders and distributes all necessary instructional materials. Coordinates the selection and training of all OEK software. Develops and distributes lesson plans, materials and equipment needed for quality instruction.

Develops annual calendar and coordinates with principals for all OEK curriculum and activities.

Prepares materials for parent training and prepares teachers to conduct parent activities.

Supervises and assists with the analysis of assessments to drive instruction.

Supervises assessment selection, training, administration, data collection and response to all OEK assessments. Coordinates the development and review of assessment materials.

Provides annual training of test materials and test administration. Provides training for administration of district and state assessments.

Ensures ethical and timely assessment of pre-kindergarten and kindergarten students.

Collects and analyzes assessment data. Coordinates with Director of Assessment for analysis and use of longitudinal data. Shares and interprets assessment data for stakeholders.

Prepares required state and federal reports with accurate OEK data. Reports data for grant and program compliance.

Facilitates district training for all OEK teachers. Develops teacher understanding of GVC, PLC's, Utah Early Childhood Standards, quality instruction, early literacy, interventions, differentiation, and assessment. Models quality instruction and professional practices during training and coaching.

Personally provides instructional coaching on-site.

Develops professional learning curriculum and schedule based on coaching observations, best practices, current research and individual needs.

Provides verbal and written feedback on teacher effectiveness in a timely manner

Creates and maintains current digital files of all OEK resources.

Provides vision and motivation for early childhood programs.

Designs and supervises entry and exit in early childhood programs, including eligibility, qualifying factors, registration and acceptance.

Acts as a liaison between elementary principals, Title I site TSA's, Title I preschools, and optional extended day kindergartens.

Coordinates WCSD Early Childhood programs with federal, state and regional initiatives, compliance, and guidance.

Develops and maintains budget and expenditures for early childhood programs.

Directly involved in hiring and training of all early childhood program personnel.

Ensures policies and procedures for program operation are understandable, clear, understood and followed. Ensures compliance with all state and federal guidance and WCSD policy in early childhood programs.

Collaborates with state leadership, USOE, and other Utah school districts regarding early childhood programs. Serves in leadership positions and in early childhood community, state, and federal organizations.

Represents WCSD in parent meetings for OEK programs.

Collaborates with WCSD Special Education Department, English Language Learner (ELL), Title I Preschool, and the English Language Arts (ELA) and Math Divisions of the Elementary Education Department. Collaborates with Technology Department on early childhood webpages, updates and content.

Articulates WCSD pre-kindergarten and OEK models for Utah districts, state and national leadership.

Actively seeks grant funding for enhancing and expanding EC programs.

### **SUPERVISORY RESPONSIBILITIES**

This job has indirect supervisory responsibility over the OEK program teachers.

**KNOWLEDGE, SKILLS, ABILITIES, AND QUALIFICATIONS** *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Must demonstrate an acceptable level of maturity, good judgment, and emotional stability.*

Understands and is knowledgeable of the complexity and importance of Early Childhood education including: knowledge of research, proven practice for both tier one instruction and interventions, early effects of risk factors, and importance of multiple tiered support for young children.

Knowledgeable of state and federal guidance related to early childhood programs

Ability to read, write, and communicate effectively in English at a level required for successful job performance. Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from management, public groups, and/or the WCSD School Board.

Ability to work with applicable mathematical concepts. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations. Ability to perform mathematical operations using units of American money.

Ability to apply common sense understanding to carry out essential duties of this position. Ability to carry out instructions furnished in written, oral, or diagram form. Ability to troubleshoot and solve problems involving concrete variables situations. Ability to define problems, collect data, establish facts, and draw valid conclusions.

#### **EDUCATION and/or EXPERIENCE**

Master's Degree from a four-year college or university, at least 5 years' experience in early childhood programs, experience as a successful presenter for adults and deep understanding of early literacy and child development.

#### **CERTIFICATES, LICENSES, REGISTRATIONS**

Must have an active level 2 Utah Teaching license. An Early Childhood License (K-3), Elementary Education (K-6), or Administrative/Supervisory (K-12) License is preferred.

A Reading Endorsement or similar endorsement that would apply to early childhood age group is required.

**PHYSICAL DEMANDS** *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is regularly required to talk or hear, use fingers and hands to handle, reach with hands and arms. The employee is frequently required to stand, walk, or sit. The employee is occasionally required to stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 10 pounds, frequently lift and/or move up to 25 pounds, and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

**WORK ENVIRONMENT** *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the noise level in the work environment is usually moderate.

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| Prepared By: <b>Title I Director</b>                    |                                  | Date: <b>03/30/2016</b> |
| Approved By: <b>Executive Director, Human Resources</b> |                                  | Date: <b>04/04/2016</b> |
| <input type="checkbox"/> Review                         | <input type="checkbox"/> Revised | By: _____ Date: _____   |
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**EMPLOYEE ACKNOWLEDGEMENT OF RECEIPT:**

*By signing below, I acknowledge that I have received a district approved position description for my current position. I understand it is my responsibility to review the position description and direct any questions regarding the position description to my department supervisor or the Human Resources Department.*

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|---------------------|-------|
| Print Name:         | Date: |
| Employee Signature: |       |