

Texas City Independent School District

P.O. Box 1150 Texas City, Texas 77592

Human Resources

(409) 916-0107

Coordinator of Pre-K and Head Start

Job Description

April 2017

Reports to: Principal/Head Start Director

Term: 212 days

Status: Exempt

Primary Purpose:

To serve as a mentor and coach to Early Childhood teachers and staff to ensure that all students receive quality comprehensive services and meet or exceed school readiness goals prior to entering kindergarten. To facilitate the development and implementation of program goals, ensure ongoing monitoring and continuous improvement, assist the principal in overall administration of instructional program and campus operations, and coordinate assigned student activities and services.

Qualifications:

Education/ Certification

- Master's Degree required
- Texas Principal or Mid-Management certificate required
- Approved district teacher appraiser using Texas Teacher Evaluation and Support System (T-TESS) appraisal system

Special Knowledge/ Skills

- Clear understanding and knowledge of best practice and developmentally appropriate curriculum and instructional strategies for early childhood classrooms
- Strong communication, organizational, listening, and interpersonal skills
- Knowledge of Head Start Performance Standards, Head Start Act 2007, and IDEA
- Ability to develop and deliver relevant training to adult learners
- Thorough understanding of campus operations and ability to coordinate and support all operations

Experience

- Three years' experience as a classroom teacher (EC-12) required
- Three years' experience as a certified early childhood classroom teacher (Pre-K-Kindergarten) preferred
- Experience mentoring or supervising teaching staff preferred

Major Responsibilities and Duties:

1. Assist teachers and staff to develop, revise, align, and implement adopted curriculum

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2. Facilitate program and lesson planning sessions and assist teachers in creating relevant, effective, developmentally appropriate and culturally sensitive lesson plans that engage all learners, assist teachers in developing appropriate student interventions, and encourage and support teachers in the development of innovative instructional programs
3. Promote a positive, respectful, caring climate for student learning that is academically, emotionally, and physically safe and maintains sensitivity and fairness for persons from diverse backgrounds
4. Collaborate with stake holders to develop, revise, and implement school readiness goals and vertical alignment with district kindergarten curriculum and expectations
5. Remain current on all federal Head Start mandates, curriculum updates, and compliance issues and share information with respective staff and parents
6. Work with teachers and staff to understand and demonstrate effective and meaningful staff-student interactions using the CLASS observation tool and the Conscious Discipline Program
7. Participate in the development, implementation, and ongoing monitoring of program goals, campus improvement plans, and any appropriate staff development, training, and/or conferences
8. Facilitate and plan all required student assessments and assist teachers and staff in administering assessments and in gathering, disaggregating and interpreting program assessment data, create clear concise graphs/charts of student performance, share results with all stake holders, and utilize ongoing monitoring systems for continuous improvement
9. Support classroom instruction and student growth through observations, modeling, mentoring, coaching, and timely feedback through walk-through data, informal and formal observations, and CLASS observations
10. Plan, facilitate, and assist appropriate staff with delivering staff and parent professional development and training sessions
11. Collaborate with staff to prepare for and ensure compliance during all federal Head Start monitoring visits
12. Assist principal in interviewing, selecting, and orienting new staff
13. Maintain professional and respectful demeanor and communication with students, staff, parents, and community members
14. Help plan daily school activities by developing activity schedules as needed and monitoring classroom schedules for effectiveness
15. Help develop a school wide behavior management system that is aligned with Conscious Discipline, ensure that all staff are trained in and knowledgeable of campus discipline procedures, ensure that all rules are consistently enforced and student discipline is appropriate and equitable, and conference with students, staff, and parents as needed
16. Assist in the development and implementation of a campus anti-bullying program, reporting and investigating procedures, all required forms, and assist in training all staff in campus plan and procedures

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17. Work collaboratively with the family advocate team to create and implement effective techniques to encourage community and family engagement in campus operations, and assist the family advocates with parent training sessions and ongoing student activities
18. Articulate the school's mission to the community, demonstrate awareness of school-community needs and initiate activities to meet those needs
19. Attend professional development to improve skills related to job assignment and to increase knowledge of Head Start Performance Standards and Compliance Measures as required
20. Comply with all federal and state laws, State Board of Education rule, and board policy
21. Share responsibility with principal as a designated teacher appraiser, and serve as a second appraiser, by observing employee performance, recording observations, conducting evaluation conferences as required and needed, and collaborating with teachers and staff to set goals for improvement
22. Serve as an ARD, Discipline, and LPAC Administrator as assigned
23. Coordinate, facilitate, train, and supervise transportation employees, custodians, cafeteria monitors, teachers, paraprofessionals, clerical personnel, and other support staff as assigned
24. Perform all other duties as assigned

Supervisory Responsibilities:

Supervise all campus operations in principal's absence

Supervise reporting and monitoring of student attendance and work with family advocates and teachers to improve student attendance and decrease tardies and absences with incentives and interventions

Working Conditions:

Maintain emotional control under stress. Work with frequent interruptions. Regular district, state, and out-of-state travel. Occasional prolonged and irregular hours. Frequent standing, stooping, bending, pulling and pushing. Frequent written and typed reports, agendas, schedules, etc. Organize files and records according to federal, state, district, and campus procedures.

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Approved by _____

Date _____

Reviewed by _____

Date _____

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