

COORDINATOR: UNIVERSAL FOUR YEAR OLD PROGRAM  
Job Description/Standards for Extracurricular Assignment

Qualifications:

1. Qualifications as per West Virginia Code 18A-4-7a.
2. Holds a valid West Virginia Teaching License in Early Education or Preschool Handicapped.
3. Early Childhood Environment Rating Scale – Revised (ECERS-R) Evaluator
4. Experience in working in preschool programs.
5. Experience in working with daycare providers and community agencies preferred.
6. Good evaluations and/or recommendations from professional associates, employers, and/or supervisors.
7. Ability to communicate effectively with students, school personnel, community agency personnel, and parents.
8. Educational philosophy compatible with the Jackson County Board of Education's philosophy.
9. Ability to work cooperatively with others.
10. Working knowledge of creative curriculum and cc.net.
11. Knowledge/implementation of WV Early Learning Standards Framework.

Immediate Supervisor: Director of Elementary Education

Duties and Responsibilities:

1. Invite each daycare provider and community service provider to be a member of the Jackson County Collaborative Team.
2. Convene and chair Jackson County's Universal Pre-K Collaborative Team meetings throughout the year.
3. Provide information and support to daycare providers in order for them to meet the requirements for being a collaborative daycare with Jackson County Schools.
4. Annually develop, in cooperation with the Jackson County Collaborative Team, Jackson County's Universal Four Year Old Program Plan.
5. Submit contracts and budgets for collaborative preschool programs.
6. Maintain contact/meet a minimum of once a month with each preschool classroom teacher to implement ECERS-R plan of improvement, identify and problem solve barriers to meeting the requirements of Policy 2525.
7. Schedule required staff development sessions as per Policy 2525 i.e. orientation for all new Pre-K employees.
8. Attend relevant preschool conferences and training sessions.
9. Annually schedule ECERS-R teams to evaluate each collaborative pre-k classroom.
10. Utilize ECERS-R data to develop a plan of improvement for each collaborative preschool classroom.
11. Report ECERS-R data, improvement plans and curriculum data to the West Virginia Department of Education and Department of Health and Human Resources as specified in Policy 2525.

12. Ensure that cc.net is being utilized effectively by all collaborative preschool teachers within the required timelines/data check points.
13. Annually collect, review, enter and submit curriculum assessments from collaborative preschool classrooms.
14. Annually create, distribute, and collect a parent preschool survey and provide feedback to the collaborative committee and pre-k sites for improvement planning and implementation.
15. Organize and schedule developmental preschool screening clinics each year.
16. Organize preschool application/ registration and utilize a collaborative committee to place students according to parent request as feasible.
17. Perform other job-related duties as assigned by the Director of Elementary Education.

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Jackson County Schools  
Policy 2525  
May, 2010