



DEER VALLEY

Unified School District

JOB DESCRIPTION

Job Title: Early Childhood Coordinator- Coaching and Professional Development

Position Type: Exempt	Department: Student Support Services
Salary Schedule: Exempt	Reports to: Manager of Early Childhood
Salary Range: 5	Location: District Office
Term of Employment: 12 months	Date: March 2, 2022
Shift: Day	Approved By: Human Resources

POSITION SUMMARY:

The Early Childhood Coordinator of Coaching and Professional Development is a critical lever in improving student achievement. The role of the coordinator is to build teacher capacity and their understanding of instructional practices. The coordinator is a learner who models continuous improvement, lifelong learning, and goes above and beyond to ensure student success. The coordinator will promote reflection, provide guidance and structure where needed, and focus on strengths, collaboration and common issues of concern. This role is responsible for ensuring high-quality instruction in classrooms through modeling, co-planning and providing feedback to teachers. This role is responsible for planning and delivering professional development to early childhood teachers and staff. This is not a supervisory position and does not include evaluation of colleagues.

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.

ESSENTIAL FUNCTIONS:

- Support the instructional development of all teachers in understanding the designated EC curriculum.
- Support the transition process of preschool students bridging to kindergarten.
- Build strong relationships with teachers, administrators, and coaches.
- Provide direction and coordination for how the curriculum is taught consistent with best instructional practices.
- Assist teachers with resources, materials, tools, information, etc. to support classroom instruction and planning, including new resources.

- Support teachers and administrators in using data to improve instruction on all levels.
- Assist teachers with planning and pacing of lessons, the development of differentiated lessons, and the selection of best practices to meet the needs of their students.
- Support teachers by helping with the teaching -- share multiple instructional strategies/processes with teachers during planning times.
- Informally observe (non-evaluative) lessons and provide feedback for a teacher's professional growth and students' success.
- Develop staff members' knowledge, skills, attitudes, and behaviors through a variety of professional development targeted topics and designs.
- Facilitate Professional Development for teacher learning and growth.
- Develop coaching plans for teachers to ensure student improvement.
- Utilize Adult Learning Theory to motivate adult learners to improve professional practice.
- Contribute to the development systems and structures to improve teacher practice within schools.
- Provide job-embedded informal professional learning beyond the coaching responsibility.
- Submit a coaching log and any pertinent data requests/coaching documentation.
- Virtual and In-person Coaching.

MARGINAL DUTIES:

- Assists other personnel as may be required for the purpose of supporting them in the completion of their work activities.
- Completes other job related duties as assigned by the supervisor.
- Provides substitute coverage as assigned by the supervisor on an as needed basis.

SUPERVISORY RESPONSIBILITIES:

- Supervises students.
- Supervises any assigned parent volunteers or chaperones.

OTHER SKILLS/ABILITIES/KNOWLEDGE/WORK STYLE:

- Ability and desire to provide outstanding Customer Service.
- Ability to effectively use technology as a tool for planning and implementing instructional strategies.
- Ability to work effectively under time constraints.
- Must be organized with the ability to multitask.
- Must be detailed-oriented and self-motivated.
- Must have excellent memory and ability to function well under stress.
- Must be able to work independently with minimal supervision and/or assistance.
- Must demonstrate an extremely high regard for confidential and sensitive information.
- Must demonstrate flexibility, common sense, and good judgment.
- Must have ability to keep abreast of information pertinent to the job.

- Must maintain a well-groomed appearance.
- Must have a basic knowledge of computers.

CERTIFICATES, LICENSES AND REGISTRATIONS REQUIRED:

- Certified in Early Childhood Education.
- Minimum 5 years of experience teaching, with a record of successfully impacting student achievement and working successfully with students who have the greatest needs.
- Must have authorization to work in the United States as defined by the Immigration Reform Act of 1986.
- Must meet all Arizona Department of Education certification requirements.
- Must meet all NCLB (Highly Qualified) qualifications.
- Must attain SEI endorsement as required by Arizona Department of Education.

EDUCATION AND/OR EXPERIENCE:

- Proven ability to work cooperatively and effectively with colleagues, including the ability to create and nurture a professional community of adult learners.
- Demonstrated leadership qualities and strong interpersonal skills, including giving and receiving constructive feedback.
- Proven ability in using student-level data to guide instructional decisions.
- Demonstrated Teacher Leadership.
- Strong pedagogical knowledge and content expertise.
- Demonstrated expertise in oral and written communication.
- Strong interpersonal skills.
- Demonstrated evidence of continual improvement, lifelong learning, and proven ability to help all students achieve.
- Demonstrated evidence of professional growth, including leadership and participation in a wide range of significant professional development activities.

LANGUAGE SKILLS:

- Demonstrates the ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.
- Demonstrates the ability to write routine reports or correspondence.
- Demonstrates the ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

MATHEMATICAL SKILLS:

- Demonstrates the ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference and volume.
- Basic math skills used for mileage reporting and various other tasks as needed.

REASONING ABILITY:

- Demonstrates the ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Is able to read and interpret a variety of instructions and data furnished in written, oral, diagram, or schedule form.
- Utilizes student testing and related data to identify student strengths and weaknesses.

PHYSICAL DEMANDS:

- Regularly required to stand, reach with hands and arms, talk or hear and taste or smell.
- Frequently required to use hands to finger, handle, or feel objects, tools, or controls.
- Must be able to walk, and occasionally climb or balance; stoop, kneel, crouch or crawl.
- Must regularly lift and/or move up to 30 lbs.
- Must have close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

ENVIRONMENTAL CONDITIONS:

- The noise level in the work environment is usually moderate.
- 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.

COMMENTS:

This job description is intended to be representative of the work performed by employees in this position and is not all-inclusive. The omission of a specific duty or responsibility will not preclude it from the position if the work is similar, related, or a logical extension of position responsibilities as defined by the supervisor.

This is a temporary management guide tool, subject to change.