

Name	Value
Name	Glenda Brannon
Date	25/04/17
Organization	East Grand Preparatory
job	Early Childhood Education Director PK_2nd
position	Full Time
Salary	\$70,000
City	Dallas
state	TX
contact	Glenda Brannon
email	gbrannon@cityscapeschools.org
closing date	Until filled

Under the supervision and direction of the Assistant Superintendent for Instruction, the Early Childhood Education Coordinator provides technical assistance, mentoring, and training to the staff for the students in prekindergarten through second grade. The planning of students' readiness to learn involves culturally responsive, integrated service delivery of child development, that supports learning environments to: a) enhance children's cognitive, social, and emotional development and b) promote children's growth in language, literacy, mathematics, science, social and emotional development, creative arts, physical development, and approaches to learning. Essential Job Responsibilities: Performance Indicators

1. Technical assistance: Content development and consultation
 1. Maintains content development expertise and disseminates such knowledge by providing ongoing quality assistance to staff. Develops and disseminates resources and best practices for the process of implementing quality improvement efforts.
 2. Promotes continuous quality improvement and quality assurance efforts for the agency.
 3. Coaching and Mentoring
 1. Facilitates professional learning that builds capacity of staff to implement best practices in early childhood via a variety of formats: Coaching, one-on-one mentoring, group settings. Provides skill development and mentoring to staff progressing in their position by performing on-the-job technical assistance and mentoring of specific skills.
 1. Provide guidance to staff in building skills and competence.
 1. Facilitating the development, implementation, and coordination of internal support plans (action plans, behavior plans) with parents, teachers, and supervisors
 1. Implementation and evaluation of skills and strategies
 2. Providing ongoing quality assistance to address children's challenging behaviors and sensory needs.
 3. Supports the professional development of all staff by delivering coaching and technical assistance.
 2. Quality Assurance: Evaluation and Assessment
 1. Participates in site visits, classrooms observations, and work groups to assess program needs and planning strategies for system/process improvement and/or development of early childhood education.
 2. Assesses the implementation of the agency's work plan to insure the program/content goals and objectives are met.
 3. Providing guidance and support to staff with implementation of curriculum/individualization plans and ongoing assessments.
 3. Team Work: Communication and Partnership
 1. Communicates effectively to build trust.
 2. Works cooperatively with other agencies to meet the needs of families and children served:
 1. Coordinate child and/or family referrals

2. Communicate regularly with the Assistant Superintendent for Instruction, direct service staff, and consultants. 1. Participate in regional meetings as requested. 1. Develops, prepares, coordinates, and maintains relevant meetings, training and professional development activities. 2. Plan for parent meetings and trainings as assigned by the Assistant Superintendent for Instruction. Minimum Requirements: • Minimum of a Bachelor's degree Early in Childhood Education, Child Development or related field; Certified Teacher and Master's Degree preferred • Knowledge and at least 5 years successful experience in working with early childhood. • Intermediate to advanced computer skills, internet and e-mail. • Academically fluent in English and Spanish (listening, speaking, reading, writing) • Valid Texas Driver's License and access to transportation. Knowledge, Skills and Abilities: • Ability to utilize agency resources, and technology to appropriately answer questions, and provides guidance to staff and parents. • Ability to train and provide presentations to large and small groups. • Ability to collaborate with and have working knowledge of local community resources. • Ability to communicate the English and Spanish languages (verbal and written) effectively and appropriately with others. • Ability to work independently as well as in a team environment. • Sustained concentration and attention to detail and accuracy. • Ability to prioritize and manage work load and deadlines. • Excellent diagnostic and problem solving skills. • Ability to meet the needs of all children specifically those at risk, and culturally diverse populations. • Regular sitting, working at computer keyboard and desk, standing to file misc. documents in filing cabinet. Occasional bending, stooping and lifting up to 25 lbs.