



NASHOBA

Regional School District

5/10/2018

Anticipated Vacancy 2018 - 2019 Academic Year

Position: .5 Early Childhood Coordinator

Department/Location: Department of Special Education

Pay: Contract Individually Negotiated with Superintendent or her designee

Organizational Scope:

Reporting directly to the Director of Special Education the Early Childhood Coordinator provides leadership to the District and families in all phases of early care and education to maximize opportunities for all students to reach their full potential. Evaluates and supervises both professional and support staff as directed.

Position Responsibilities:

The Early Childhood Coordinator works to support the director, principals, schools, and the district in actions that:

1. Maintain quality standards in early childhood programs leading to NAEYC accreditation.
2. Coordinate with administrators, special education and general education staff in planning, implementing, and managing programs and services for preschool students with and without disabilities.
3. Promotes the inclusion of special education students in the least restrictive environment.
4. Assists in the recruitment and employment process of properly licensed personnel required to provide early childhood services.
5. Oversee student assessment practices and analyze data as identified by the District and DESE/DEEC.
6. Oversee the delivery of early childhood professional development.
7. Evaluate, coach, and supervise professional and support staff as assigned by the director.
8. Organize parent and community networks and programs in support of early childhood care, readiness, and education.
9. Collaborate with Early Intervention regarding individual students, and maintain effective communication with EI area offices.
10. Write, oversee, and implement relevant state and federal grants in support of Early Childhood Education and Care and perform the responsibilities as defined therein.
11. Plan, implement, and participate in relevant district committees and meetings.

Perform other duties as required or assigned by the Director or the Superintendent of Schools.

Position contingent on grant funding

Job Qualifications & Physical Demands:

Certified or certifiable as Principal/Assistant Principal or Director/Supervisor, Grades PreK-8, by Massachusetts Department of Education; hold a Master's degree in Educational Administration or related field; have early childhood or elementary teaching experience, school administration/instructional leadership experience and experience managing state and federal grants. Must have a working knowledge of Special Education laws and regulations as they apply to the Early Childhood population. Must have demonstrated organizational skills and creative problem solving skills; excellent verbal and written communication skills.

The successful candidate will have demonstrated the ability to work collaboratively with faculty, staff, parents and other citizens and representatives of organizations.

Must be able to assist in the protection of students and school property and assist the Principal in fire and other emergency drills as required by law and School Committee policy.

To perform this job successfully, an individual must be able to perform each essential duty mentioned satisfactorily.

Must be able to walk and stand on tile flooring for up to 1-2 miles per day, lift up to 25 pounds, bend and twist regularly at the waist, knees and neck.

To Apply: Apply through SchoolSpring. See link to Schoolspring on the NRSD website: www.nrsd.net "Employment Opportunities".

Applicants for employment are considered without regard to age, physical, mental or psychiatric disability, genetics, race, religion, sex, sexual orientation, gender identity, marital status, national origin, or military status.