Title: **Coordinator of Early Education** Pay Grade: 307
Reports to: Administrator Assigned FLSA: Exempt
Department: PreK – 8 Academics Length of Assignment: 226 days

Summary

Responsible for district-wide Preschool (PreK) through Kindergarten support of teaching and learning in the area of early education, coordinating personnel and resources aligned to state standards and best practices to increase student performance. Adhere to federal and state laws, as well as district policies, procedures, and regulations.

Essential Functions

1. Coordinate identification, development and alignment of curricular/instructional materials to state standards to enhance student learning.
2. Collaborate with the Director of Academics-Elementary Schools, Area Associate Superintendents, and campus administrators in support of early education instruction district-wide.
3. Facilitate district Scope and Sequence document revision and district-wide implementation of Texas Essential Knowledge and Skills (TEKS).
4. Facilitate curriculum-based assessment process district-wide in the area of early education.
5. Coordinate and support-professional development district-wide and campus-based in the area of early education.
6. Facilitate early education textbook adoption process, PreK through Kindergarten, as needed.
7. Responsible for coordination of funds/budget to support early education program.
8. Implement data driven instructional decisions utilizing and promoting best practices.
9. Coordinate the district-wide support of early education teachers' collaborative learning communities.
10. Coordinate the work of the early education teams' districtwide.
11. Responsible for implementation and support of Texas Education Agency (TEA) mandates.
12. Articulate the district's mission to the community and solicit its support in realizing the mission.
13. Attendance at the work site is required to meet essential functions of the job.

Other Responsibilities

1. Participate in professional development activities as required by the district.
2. Follow established safety procedures and techniques to perform job duties; support district/department goals.
3. Maintain a professional code of ethics and perform other duties as assigned.

Qualifications

Master's degree; Mid-management/Principal/Superintendent certification preferred; Texas Teacher Evaluation and Support System (T-TESS) certification preferred; six (6) years of professional educational experience to include three (3) years of teaching experience; three

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(3) years of supervisory or administrative experience; bilingual (English/Spanish) preferred. Working knowledge of curriculum and instruction; ability to evaluate instructional program and teaching effectiveness; ability to coordinate budget and personnel; ability to coordinate campus functions; ability to interpret policy, procedures and data. Must have strong organizational, communications, public relations and interpersonal skills.

Mental Demands/Physical Demands/Environmental Factors

Maintain emotional control under stress; ability to work with frequent interruptions; prolonged use of computers and occasional prolonged and irregular hours; occasional district-wide travel. Valid Texas/New Mexico driver's license; subject to the district's drug and alcohol screening policy and regulation; must be insurable by the district's auto liability insurance carrier.

Approvals

Original approved and signed document located in the Ysleta ISD Human Resources Department.

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