



OFFICE OF HUMAN CAPITAL

Job Information	
Job Title: <i>Early Childhood Program Coordinator III</i>	Last Revised/Approved: <i>02/26/2016</i>
Job Code: <i>Entered by Compensation, Office of Human Capital</i>	Person Approving/Title:
Office: <i>Division/Department</i>	Frequency of Evaluation: <i>Typically every 12 months</i>
Reports To: <i>Principal (receives direction from the Chief Academic Office)</i>	Department: <i>Only applicable if the Division/Department has more than one functional area.</i>

Compensation Information	
Pay Grade:	
FLSA Status: <i>Exempt</i>	Term of Employment: <i>FT</i>

Position Summary/Purpose:

The Early Childhood Program Coordinator has the primary responsibility for assisting classroom teachers in the Achievement Gap Reduction program (AGR, K5 - Grade 3) for implementing high impact, developmentally appropriate instructional strategies, specifically in literacy. Works with students and teachers directly in the classroom, modeling effective teaching strategies needed to increase student achievement. Works collaboratively with school administration to evaluate teaching staff. Has responsibility for supporting and implementing the district’s AGR Goals, District and School Improvement Plans, Professional Development Roadmap and other school based professional development needs.

Essential Functions:

1. Works collaboratively with Central Services Early Childhood Learning Administrative staff to support program improvement efforts.
2. Works collaboratively with school administration, learning team, grade level teams, program staff, school governance council and parent organization to promote early childhood growth and development.
3. Provides demonstration teaching, classroom modeling and collaborative teaching to all K5 – Grade 3 teachers.
4. Provides/coordinates/delivers targeted professional development opportunities which will directly impact teaching and learning.
5. Follows, coaches and monitors teaching and learning aligned to Wisconsin Model Early Learning Standards (WMELS) and Common Core State Standards.
6. Conferences with staff to make necessary improvements on instruction designed to increase student achievement.
7. Attends required training sessions during the school year and summer training sessions.
8. Works with school administration to complete formal teacher observations directly related to the teacher evaluation process.

9. Communicates information between schools/teachers and MPS administration on efforts to implement appropriate academic intervention strategies.
10. Analyzes, interprets and utilizes data to help implement and manage developmentally appropriate instructional strategies. Participates in school-based professional learning community meetings and assists in the development and implementation of the School Improvement plan as it relates to the AGR grades (K5-Grade 3).
11. Maintains accurate program data and reports program requirements in a timely manner.
12. Collects and reports data related to the Achievement Gap Reduction program and assists with progress monitoring and implementation of program requirements.
13. Assists building administrators with conducting teacher evaluations in K5 – Grade 3.
14. Actively supports the MPS Strategic Plan.
15. Performs other duties as assigned that align to the Achievement Gap Reductions

Job Requirements:

Education Requirements:

- Master's degree from an accredited college or university
 - ***NOTE: Applicants must have at least one of the licenses below at time of hire, and must be willing to obtain the second license within two years of hire.***
- Must have a Wisconsin Department of Public Instruction supervisor's license (#10) or the ability to obtain in two (2) years OR
- Must have a Wisconsin Department of Public Instruction reading license (#316 or #317) or the ability to obtain in two (2) years
- Educator Effectiveness training and Teach Scape/teacher evaluation system certification or the ability to obtain in one year

Experience Requirements:

- Five years of successful teaching experience in the early childhood classroom (K5-Grade 3)

Knowledge, Skills and Abilities:

- Demonstrated leadership skills
- Demonstrated written and oral communication skills
- Demonstrated knowledge of technology skills, such as creating PowerPoint presentations and using a SmartBoard, and MS Office software Excel and Word.
- Demonstrated knowledge and skill in working with diverse learners.
- Prior successful instructional coaching experience

Working Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

Use terms that best describe:

- *Environment, such as office or outdoors*
- *Exposures encountered, such as hazardous materials, loud noise, or extreme heat/cold*
- *Essential physical requirements, such as climbing, standing, stooping, or typing*
- *Physical effort/lifting, such as sedentary - up to 10 pounds; light - up to 20 pounds; medium - up to 50 pounds; heavy - over 50 pounds*

- *Example: Requires the employee to work both inside and outside in cold, wet, and dry conditions. Frequently required to use personal protective equipment to prevent exposure to hazardous materials.*
- *Indicate if the position will be required to work weekends, nights, or be on-call as a regular part of the job.*

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job with or without reasonable accommodation.

Sample: The physical environment requires the employee to work both inside and outside in heat/cold, wet/humid, and dry/arid conditions. Frequently required to use personal protective equipment to prevent exposure to hazardous materials.

Equal Opportunity (Standard Language – DO NOT CHANGE)

It is the policy of the District that persons seeking employment with the District shall not be discriminated against in employment by reason of their age, race, creed, color, religion, handicap or disability, pregnancy, marital or parental status, sex, citizenship, national origin, ancestry, sexual orientation, arrest record, conviction record, military service, membership in the National Guard, state defense or reserves, political affiliation, use or nonuse of lawful products off the employer's premises during nonworking hours, declining to attend a meeting or to participate in any communication about religious matters or political matters, the authorized use of family or medical leave or worker's compensation benefits, genetic information, physical, mental, emotional or learning disability, or any other factor protected by local, state or federal law in all employment practices including terms, conditions and privileges of employment.

Reasonable accommodations shall be made for qualified individuals with a disability, unless such accommodations would impose an undue hardship on the District. Requests for accommodations under the Americans with Disabilities Act or under the Wisconsin Fair Employment Act must be submitted to the Employee Rights Administration Department in the Office of Human Capital.