

TITLE: 4K (Four-Year-Old Kindergarten) Coordinator

JOB GOAL: Implementation and evaluation of the School District of Altoona's community-based 4K program

REPORTS TO: Elementary school principal

COORDINATES WITH: Teachers, support staff, and other professionals

PERFORMANCE RESPONSIBILITIES:

1. Oversees the development, planning, organization and implementation of the 4K program.
2. Works with community partners to ensure provision of at least 437 hours of student instruction and 87.5 hours of parent outreach activities each year.
3. Provides evaluation of all 4K classrooms using trained ECERS-R observers/reviewers at least once per year.
4. Supports ongoing quality improvement at every 4K site.
5. Monitors teachers' assessment of 4K student progress, which is completed three times per year using a research-based, data-driven assessment system (currently Teaching Strategies GOLD online assessment system).
6. Visits and communicates regularly with 4K community teachers and site directors.
7. Collaboratively problem-solves issues and concerns that arise during the year with community partners and district administration.
8. Meets with 4K teachers and directors prior to each school year to discuss changes in policies, forms, curriculum, etc.
9. Plans and facilitates monthly meetings with 4K teachers.
10. Plans and facilitates bi-monthly (or more often if needed) meetings with the 4K directors.
11. Oversees staff development for all 4K teachers.
12. Works closely with community partners to ensure fair and adequate enrollment of students at each site.
13. Collaborate with 4K directors and teachers to formulate new policies and procedures, and to review and revise existing policies, procedures, and forms (e.g., enrollment forms, brochures, parent handbook, etc.) as needed.
14. Provides information and assistance to educate staff and parents about 4K program policies and procedures.
15. Works with Student Transit to address busing issues or concerns.
16. Develops the budget for the 4K program with input from community sites and the district.
17. Works with the district business manager and the elementary school principal on curriculum issues, including the purchase of instructional materials.
18. Performs any other duties deemed necessary by the school district administration.

EVALUATION: Performance of this job will be evaluated in accordance with the provisions of the Board's policy on evaluation of administrative support staff.

TERMS OF EMPLOYMENT: Part-time position (estimated 45 equivalency days with days/week and hours/day flexible); salary to be established by the Board.

QUALIFICATIONS & EDUCATIONAL REQUIREMENTS:

1. Wisconsin Early Childhood teacher license.
2. A minimum of five years of teaching experience at the Early Childhood level.
3. Leadership and organizational skills.
4. Clear understanding of developmentally appropriate programming for young children.
5. Ability to support, and collaborate with, multiple community and district staff in a variety of settings.
6. Ability to establish and maintain positive relationships with staff, parents and the general public.

Adopted: 03/20/17