

Job Title: Coordinator, Early Childhood Education

Work Year: 210 days

Department: Division of Equity in Learning

Reports To: Director, P-20 Learning Community

Salary Range: APT 4

Click to view the [APT salary scale](#)

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[Aurora Public Schools Compensation and Benefits](#)

Summary:

As the instructional leader, the Coordinator is responsible for increasing student achievement by developing an aligned and coherent standards based instructional system and by organizing the school site operation in accordance with the Board of Education policies.

Essential Duties and Responsibilities

Daily	50%	Serve as an instructional leader by coordinating the development of and monitoring the implementation of the Unified Improvement Plan and the Colorado Shine's Quality Improvement Plan (QIP) in accordance with the district mission.
Monthly	20%	Hire, supervise, and evaluate all staff.
Daily	10%	Develop and monitor all members of the staff to build their capacity to meet the learning needs of the students by monitoring achievement toward meeting Unified Improvement Plan and QIP goals
Weekly	10%	Develop implement and evaluate an embedded collaborative professional learning model which focuses on improving instructional practices and increasing student achievement.
Weekly	2%	Use data to analyze and plan for differentiated support for staff and students.
Weekly	2%	Monitor, implement, and support Board policies; state and federal statutes and regulations to include attending special education staffing, IEP meetings; and the Master Agreement. Assure compliance with child care center rules and regulations as mandated by the Tri-

		County Health department, Colorado Department of Human Services and the State Child Care Licensing agency.
Monthly	2%	Develop and implement a school wide plan to ensure the safety of students and staff in accordance with established district policies and procedures.
Weekly	1%	Perform a wide range of managerial responsibilities including, but not limited to staffing, scheduling, budget, technology, and facilities.
Daily	2%	Communicate and collaborate with families and community members, respond to diverse community interest and needs and mobilize community resources.
Daily	1%	Perform other duties as assigned.

EDUCATION AND TRAINING:

Master's degree plus additional coursework required for certification or licensure.

EXPERIENCE:

Minimum of 5 years of experience in classroom teaching and leadership experience.

SKILLS, KNOWLEDGE, EQUIPMENT & OTHER:

Advanced oral and written communication, public relations, instruction, curriculum, facilitation, management, decision making, computer and organizational skills. Ability to work with students with various backgrounds and abilities. Advanced skill in dealing with students and staff with diverse needs at various levels. Ability to be flexible and patient and make change. Knowledge of instruction and curriculum: including knowledge of English language acquisition and early childhood development. Operating knowledge of and experience with personal computer, word processing software and basic office equipment.

CERTIFICATES, LICENSES, & REGISTRATIONS:

Colorado Principal's License required. LDE certificate preferred, State of Colorado CDHS Director of Child Care Facility letter preferred

SUPERVISION/TECHNICAL RESPONSIBILITY:

Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring and training employees; promoting and transferring employees; planning, assigning and directing work; appraising performance; rewarding, disciplining and terminating

employees; and addressing complaints and resolving problems.

BUDGETARY RESPONSIBILITY:

Responsible for developing, administering, monitoring and coordinating the assigned school's budget. Develop and administer District account allocations. Develop and monitor grants awarded to the school site.

PHYSICAL DEMANDS:

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel; talk or hear; and smell. The employee frequently is required to stand or walk. The employee is occasionally required to sit; reach with hands and arms; and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision and distance vision.

WORK ENVIRONMENT:

While performing the duties of this job, the employee is occasionally exposed to toxic or caustic chemicals or outdoor weather conditions. The noise level in the work environment is usually moderate.

MENTAL FUNCTIONS:

While performing the duties of this job, the employee is regularly required to compare, analyze, communicate, synthesize, evaluate, use interpersonal skills and negotiate. The employee is frequently required to coordinate and compile. The employee is occasionally required to instruct and compute.