

JOB TITLE	DEPARTMENT	REPORTS TO
Coordinator, Early Childhood PreK-3 (Houghton Mifflin Harcourt (HMH) Funded)	Curriculum	Director of Elementary Curriculum

Position No: 63076	Length of Work Year: 12 Months
Salary Schedule: AD11	Date Approved: 7/26/11
FSLA: Exempt	Date Revised:

JOB GOAL
Coordinate and manage the implementation of early childhood initiatives in collaboration with the Early Childhood Coalition, Head Start, School District K-3 curriculum supervisors, and the Title I VPK coordinator.

MINIMUM QUALIFICATIONS
<ol style="list-style-type: none"> 1. Master's degree in Education. Doctorate degree preferred. 2. Valid Florida Teacher certification required. 3. Minimum of three years successful teaching experience with mathematics and/or reading background. 4. Successful experience in Professional Development/Staff Training initiatives. 5. Experience and knowledge to include early childhood education programs and/or leadership in administering Pre-K education; RtI and behavioral intervention; and early childhood curriculum, instruction, and assessment. 6. Ability to perform the functions of the position.

DUTIES AND RESPONSIBILITIES
<ol style="list-style-type: none"> 1. Schedules and conducts curriculum and management systems training for staff development of both internal and external clients. 2. Strategizes with technical support team members to assess the optimal way to meet and exceed customer requirements and ensure satisfaction. 3. Utilizes current research and educational knowledge in working with school sites/coalition providers to assess needs, develop and articulate goals, and develop implementation plans and projects for client sites. 4. Manages the assimilation of HMH software and print resources into the curriculum, as well as the dissemination of information best practices in early childhood education. 5. Monitors site performance for appropriate instructional use. 6. Facilitates implementation plans in provider sites. 7. Monitors and maintains communication related to site performance, effectiveness of implementation and strategies for continuation. 8. Attends and participates in assigned workshops and conferences to keep abreast of current products, pedagogy and educational trends. 9. Performs assigned tasks in a timely and efficient manner. 10. Performs assigned tasks with a high standard of quality. 11. Performs other duties as directed by the supervisor.

PHYSICAL DEMAND CLASS:
Medium (M) - Frequent lifting and carrying of objects weighing 25 pounds or less. Infrequent lifting and carrying of objects weighing 26-50 pounds. Continuous walking and/or standing is required to carry out duties. (Frequently carry/lift/move up to 25 pounds i.e. laptops, projectors and software.)