

**PUEBLO SCHOOL DISTRICT 60**  
**ADMINISTRATIVE JOB DESCRIPTION**

It is essential that all employees of Pueblo School District 60 understand our mission is to provide a high-quality education that assures each student the knowledge, skills, and dispositions to lead a life of purpose and impact. Employees support the community and thrive in connecting with our students by embracing the core values of the district, which state:

- We believe that the success of every student is our most important commitment.
- We believe that collaboration and engagement with our community, parents, staff, and students are essential to our success.
- We believe that we must act with integrity, celebrate diversity, and promote equity.
- We believe that each individual must be treated with dignity and respect.
- We believe that the social and emotional well being of our students is as important as their academic needs.
- We believe that it is our responsibility to provide a safe, positive, and supportive environment for our students and staff
- We believe that our community heritage, traditions, and history should inform our response to future student and district needs.

As we embrace these values and consider their impact, we will achieve our vision of being a high performing school district that inspires community confidence. Each employee plays a part, and that contribution should bring us closer to helping each student achieve their dreams.

**Job Title:** Specialist – Early Childhood  
**Prepared Date:** 10/17/2018  
**Revised Date:** 9/1/2021  
**Work Year:** 187 days  
**Department:** Early Childhood Education  
**Reports To:** Executive Director of Elementary Education  
**Salary Range:** APT Salary Schedule  
**Benefits:** Fringe Benefits based on Schedule C Benefits  
**Status:** FLSA Status: Exempt

**SUMMARY OF FUNCTIONS:**

The Early Childhood Specialist is responsible for providing vision, management, and leadership for the district’s early childhood education program assuring effective collaboration with all district departments and services; Responsible for interpreting and administering all local, state, and federal statutes, rules, policies, and administrative directions pertaining to early childhood education; serves as a liaison for the school district Early Childhood programs and the Office of Head Start and the Department of Human Services; Manage the day to day operations of the ECE program including fiscal management, conduct program evaluations, make data driven decisions, select and place staff according to the needs and welfare of students.

**QUALIFICATIONS:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. The physical demands, work environment factors, and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**REQUIRED:**

- Valid Colorado Teaching License within 60 days from date of hire
- Endorsement/Credentials in Early Childhood Education
- Minimum of Five (5) years' experience certified teaching experience in Early Childhood
- Previous supervisory experience
- Valid Colorado Driver License
- Employee must complete a fingerprint-based criminal background check and must be cleared by the Office of Human Resources
- Must be able to communicate effectively in English, both orally and in writing, using proper grammar and vocabulary

**PREFERRED:**

- Masters degree in Education or related field
- Valid Colorado Principal or Administrator License
- Previous experience in a Public School District

**KNOWLEDGE AND SKILLS:**

- Knowledge of legal issues and requirements related to the Colorado Preschool Program (CPP), Head Start, and the Colorado Department of Human Services (CDHS)
- Advanced knowledge of ECE instructional practices and delivery
- Possess an in-depth understanding of state standards, curriculum, and assessment programs related to Early Childhood Education
- Demonstrate knowledge and understanding of curriculum and program assessment, program development and evaluation, child growth and development, effective instructional strategies, classroom management, learning assessment and diagnosis, and research related to learning
- Experience in preparing and presenting high quality, research based professional development
- Organizational and planning skills for setting both short term and long range goals, and for coordinating efforts for accomplishment of those goals
- Strong interpersonal skills demonstrated through the respect of peers and ability to build trusting, collaborative relationships
- Exhibit an approachable, professional manner with parents, students, school staff, and community
- Ability to organize, communicate effectively, make decisions, work independently, and as a collaborative team member
- Skilled in the use of technology and instructional media tools
- Exceptional verbal and written communication skills
- Demonstrate leadership, initiative, and student advocacy
- Demonstrate management, problem solving, and organizational skills
- Have excellent integrity and demonstrate good moral character and initiative
- Demonstrate ability of program planning and ability to establish and manage budgets
- Demonstrate knowledge of proven best practices in education, especially in relation to Early Childhood Education

- Knowledge of national, state, and District educational trends and goals
- Skill in data collection and analysis, project planning and evaluation
- Ability to travel among district facility locations and work collegially with building principals
- Ability to maintain confidentiality in all aspects of the job

### **ESSENTIAL JOB DUTIES AND RESPONSIBILITIES:**

The following statements of duties and responsibilities are intended to describe the general nature and level of work being performed by individuals assigned to this position. These statements are not intended to be an exhaustive list of all duties and responsibilities required of all personnel within this position. This organization believes that every individual makes a significant contribution to our success. That contribution should not be limited to assigned responsibilities. Therefore, this position description is designed to define primary duties, qualifications and job scope but should not limit the incumbent nor the organization to the work identified. It is our expectation that every employee will offer his/her services wherever and whenever necessary to ensure the success of the District's/department's goals. Actual duties, responsibilities, frequency, and percentages may vary depending upon building assignments and other factors.

- Plan, implement, and monitor all district services relating to early childhood education programs (ECE)
- Provide vision and leadership to support student achievement by identifying best practices, developing and implementing strategic improvement plans, determining professional development areas, supporting achievement plans and interfacing and aligning ECE programs with district goals and initiatives
- Develop and implement short- and long-range plans to meet the goals and objectives of the Early Childhood program.
- Provide leadership in the day-to-day management of the early childhood program to ensure efficient
- Manage staffing decisions, and job assignments of certified and classified personnel. Provide oversight on the hiring, supervision, direction, and evaluation of ECE staff
- Direct the development, selection, implementation and evaluation of a comprehensive curricular and instructional plan which correlates with state and national standards for prekindergarten through second grade.
- Provide direction to the implementation of the district's strategic plan as it relates to Early Childhood Education. Research and communicate innovative and exemplary practices for improving curriculum and instruction to increase the readiness of students as they progress through prekindergarten.
- Design a process for the collection, organization, and analysis of student assessment data for prekindergarten.
- Provide assistance to teachers and administrators in implementing the goals and objectives of Early Childhood initiatives.
- Review, implement, and supervise procedures for identification/screening for early childhood programs.
- Ensure the proper selection of students for the early childhood programs.
- Serve as a liaison with the district, principals, and the State Department of Education in the area of Early Childhood Education.
- Work cooperatively with Learning Services, Title I, Exceptional Student Services, and

other departments as appropriate in the planning and implementation of comprehensive professional development for teachers, administrators, and instructional assistants.

- Plan and direct the expansion of the early childhood program.
- Assist with identifying and ordering appropriate supplies and instructional materials to ensure a quality learning environment for the Prekindergarten and applicable Kindergarten programs.
- Keep abreast of developments and innovations in the area of Early Childhood Education.
- Conduct workshops and classes for parents, teachers, administrators, and staff.
- Collaborate with state and community agencies in the area of Early Childhood Education to meet the needs of students.
- Serve on committees and task forces as appropriate.
- Maintain accurate records as required by district, state, and federal laws and policies.
- Develop and monitor the Early Childhood budget, adhering to state and district financial regulations.

**NON-ESSENTIAL DUTIES:**

- Perform any and all other duties as assigned by the Executive Director of Elementary Education

The physical demands, work environment factors, and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**PHYSICAL DEMANDS:**

While performing the duties of this job, the employee is required to stand; walk; sit; use hands and fingers to handle or feel. The work requires the use of telephone and using fingers to operate computer keyboards. The employee is continually hearing and speaking to exchange information. The employee is required to reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl.

In a 9-hour workday, this job requires:

- R – Rarely (Less than .5 hr per day)
- F – Frequently (2.5 –6 hrs per day)
- NA – Not Applicable
- O – Occasionally (.5 – 2.5 hrs per day)
- C – Continually (6 – 9 hrs per day)

<b>Physical Requirements</b>	<b>NA</b>	<b>R</b>	<b>O</b>	<b>F</b>	<b>C</b>
Sitting					<b>X</b>
Stationary Standing			<b>X</b>		
Walking (level surface)				<b>X</b>	
Walking (uneven surface)			<b>X</b>		
Crawling	<b>X</b>				
Crouching (bend at knees)			<b>X</b>		
Stooping (bend at waist)			<b>X</b>		
Twisting (knees/waist/neck)			<b>X</b>		
Turn/Pivot			<b>X</b>		
Climbing (stairs)			<b>X</b>		
Climbing (ladder)	<b>X</b>				

Reaching overhead			<b>X</b>		
Reaching extension				<b>X</b>	
Repetitive use arms					<b>X</b>
Repetitive use wrists					<b>X</b>
Repetitive use hands grasping				<b>X</b>	
Repetitive use hands squeezing				<b>X</b>	
Fine manipulation				<b>X</b>	
Using foot control	<b>X</b>				
*Pushing/Pulling Maximum weight: <b>40 lbs.</b>			<b>X</b>		
Lifting Maximum weight: <b>40 lbs.</b>			<b>X</b>		
Carrying Maximum weight: <b>40 lbs.</b>			<b>X</b>		

**WORKING CONDITIONS:**

Employee will work primarily in a school/office environment with both natural and fluorescent lighting; fast-paced work with constant interruptions. The noise level in the work environment is usually quiet in an office environment but can be noisy at times.