

MABANK ISD JOB DESCRIPTION

POSITION/TITLE: Early Childhood Specialist (Title I, Part A)
Campus: Central Elementary Early Childhood Program
DAYS: 197
REPORTS TO: Campus Principal

PRIMARY PURPOSE: Provides instructional support, mentoring and coaching to Early Childhood Teachers and paraprofessionals to enhance the quality MISD Early Childhood Programs to include Head Start, PK and CDC.

QUALIFICATIONS:

Education/Certification:

- Bachelor's Degree in Early Childhood preferred or Elementary Education
- Valid Texas teaching certificate
- Meets Highly Qualified status

Special Knowledge/Skills:

Demonstrated effectiveness as an early childhood teacher and/or early childhood staff trainer/mentor, experience in the use of research based pre-kindergarten literacy/language/numeracy teaching materials, knowledge of pre-school literacy screening and progress monitoring and how each informs classroom instruction, knowledge of Texas pre-kindergarten guidelines, Head Start child outcomes, and child care licensing standards, experience in training and mentoring adults.

Experience:

- Minimum of 2 years of successful teaching experience in an early childhood program.

RESPONSIBILITIES/DUTIES:

Curriculum/Instructional Management:

- Assist with the coordination of review and development of early childhood curriculum documents and materials, including curriculum guides, course outlines, and teaching plans to support research-based strategies (as specified in Title I, Part A, Part 4, Activities 2) including ESL instruction in the school.
- Work with teachers and administrators to provide quality tutorials, research-based small-group instruction, and research-based individual instruction for identified students as part of the **RTI process**. (as specified in Title I, Part A, Part 4, Activities 6, 10, and 9)
- Coordinate with campus administrators to provide extended learning opportunities for identified students (as specified in Title I, Part A, Part 4, Activity 13)
- Support parental involvement strategies including family literacy nights, parent conferences, frequent home communication, and innovative parental involvement activities (as specified in the Title I, Part A, Part 4, Activity 14)
- Work collaboratively with directors and campus principals in developing and supervising the instructional programs including computer related instruction in reading/language arts and math (as specified in Title I, Part A, Part 4, Activity 11)

- Support the teacher/caregiver to provide environments and opportunities which promote the child’s growth and development in all domains; (language and literacy, health and physical development, approaches to learning, social and emotional development, creative arts, science and mathematics)
- Support early childhood caregivers in attaining **Child Development Associate** credential by providing and maintaining records of completion of **Caring for Series Modules** and overseeing the delivery of required state and local trainings.
- Assist teachers/caregivers to structure environments, routines and interactions that contribute to positive social-emotional outcomes for the children and families in the programs.
- Encourage, support, motivate and work interactively with teachers/caregivers to develop and implement ongoing goals.
- Develop and supervise implementation of child progress monitoring and use of information to inform classroom instruction.
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Professional Growth and Development

- Take part in professional development activities to meet the needs of struggling students in the school wide program (as specified in Title I, Part A, Part 4, Activity 4)

Policy, Reports, and Law

- Compile, maintain, and file all physical and computerized reports, records, and other documents required.
- Comply with policies established by federal and state law, State Board of Education rule, and local board policy.

Other:

- Perform other duties as assigned by the Campus Principal

WORKING CONDITONS:

Mental Demands / Physical Demands / Environmental Factors:

- Maintain emotion control under stress.
- Frequent prolonged and irregular hours.
- Lifting boxes
- Frequent district wide travel and occasional statewide travel.

EVALUATION: Performance of this job will be evaluated annually in accordance with provisions of the Board’s policy on Evaluation of Professional Personnel.

Reviewed and agreed to by _____ Date: _____
Employee

Campus Principal _____ Date: _____

March 2013