

# **Flemington-Raritan Regional School District**

## **JOB DESCRIPTION**

**TITLE:**      **Early Childhood Coordinator**

### **QUALIFICATIONS:**

- Knowledge of the content and skills relevant to working with preschool-aged children through training, coursework, and/or professional development, as determined and provided by the school district;
- Experience in implementing developmentally appropriate preschool curricula;
- Experience with a range of appropriate early childhood assessments, including performance-based and classroom-quality assessment instruments;
- Experience providing professional development to classroom teachers; and
- Participate in annual training specific to preschool program planning and implementation.

*Desirable:* At least three years of experience in preschool education.

**REPORTS TO:**    Early Childhood School District Administrator and/or the Director of Pupil Services

**JOB GOAL:** To oversee the preschool program, ensure program compliance and transition amidst K-3, and provide leadership for a successful high-quality preschool.

### **PERFORMANCE RESPONSIBILITIES:**

- Ensure the coordination of all elements of a high-quality preschool program within the school district, including all private providers and local Head Start agencies.
- Develop and implement the preschool budget, three-year preschool program plan and/or annual update, and professional development plans.
- Ensure compliance, reporting and monitoring of high quality preschool programming through GrowNJKids and the NJDOE Self-Assessment Validation System (SAVS)
- Facilitate the transition of the preschool through grade three continuum inclusive of supporting the transition of preschool students into kindergarten.
- Contribute to the development of long-range facilities plans.
- Coordinate registration, recruitment, and outreach efforts.
- Oversee contractual compliance with private providers and local Head Start agencies.
- Collaborate and communicate with the school district office of special services.
- Facilitate transition initiatives in collaboration with early intervention programs and other preschool to kindergarten through third grade administrators.
- Where applicable, meet regularly with private providers and local Head Start agencies to foster collaboration and program implementation, including, but not limited to, fiscal and curriculum information.
- Oversee the implementation of the comprehensive preschool curriculum and performance-based assessment.
- Provide assistance to all staff responsible for the implementation of appropriate early childhood practices within the preschool program.

- Administer strategies designed to help teachers and other professionals optimize children's learning and development in all domains.
- Coordinate annual program evaluation.
- Ensure each private provider and local Head Start agency implements a system for classroom teacher observations.
- Support transition activities, programs, and services between and among preschool through grade three programs.
- Ensure program fidelity, training, and communication between all FRSD preschool site locations and with administration.
- Provide expertise in preschool assessment criteria.
- Serve as an expert resource for subgroup populations of preschools, including but not limited to multilingual learners & students with disabilities.
- Lead District early childhood personnel including the Preschool Intervention and Referral Specialist, Preschool Social Worker/Community Parent Involvement Specialist and Preschool Instructional Coach.
- Coordinate and execute the Extended School Year Summer Program in partnership with district administrators.
- Manage the coordination of preschool program material purchases, distribution, curriculum revision, and evaluation.
- Oversee the coordination of the Early Childhood Advisory Council Team through agenda planning and facilitation of action steps including any grants directed toward preschool students.
- Any other duties as directed by the or the Director of Pupil Services.

**TERMS OF EMPLOYMENT:** Unaffiliated 12-Month Position

**EVALUATION:** Performance of this job will be evaluated annually in accordance with NJ State law and the provisions of the board's policy on evaluations.

**APPROVED BY:** Board of Education **DATE:** April 10, 2025