

with hands and arms. The employee occasionally lifts and/or moves up to 25 pounds. Specific vision ability required by this job includes close vision, distance vision, and the ability to adjust focus. The employee shall remain free of any alcohol or non-prescribed controlled substance in the workplace throughout his/her employment by the District.

Work Environment The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The employee may occasionally be required to work near mechanical parts with minimal risk for electrical shock. The noise level in the work environment is usually quiet.

REPORTS TO Executive Director, Elementary Programs, PK-5

GENERAL RESPONSIBILITIES

1. Coordinates the Voluntary Prekindergarten Program.
2. Assists in the development and implementation of an articulated district-wide prekindergarten program.
3. Assists with ensuring compliance with federal, state and local regulations pertinent to prekindergarten programs.

SPECIFIC RESPONSIBILITIES

1. Assists in the preparation of Head Start, Migrant Pre-School and Voluntary Prekindergarten Program grant applications and required reports for federal, state and local grant funding agencies.
2. Assists in the development and uniform implementation of the district's prekindergarten curriculum design.
3. Coordinates the acquisition of equipment, materials, and supplies for prekindergarten classes and maintains inventories.
4. Coordinates evaluation of prekindergarten curriculum materials.
5. Provides information and recommendations related to prekindergarten program improvement for schools.
6. Coordinates the collection and maintenance of student demographic and performance data for preparation for project evaluations.
7. Plans and implements training activities for district prekindergarten teachers, aides and support personnel.

8. Serves as coach to prekindergarten teachers on developmentally appropriate instructional methodologies, strategies, materials, learning centers, and evaluative approaches.
9. Provides guidance to principals and other personnel on basic prekindergarten teachers, aides, and supportive personnel.
10. Works with personnel of the district's kindergarten and exceptional education prekindergarten to ensure coordinated and articulated programs.
11. Works with district staff on the Voluntary Prekindergarten budget.
12. Works with the local Early Learning Coalition to coordinate resources and programs serving four-year-olds.
13. Assists the staff and the public in understanding state regulations related to prekindergarten legislation.
14. Attends pertinent local, state, and regional meetings and conferences.
15. Performs other duties as assigned.