



Playmates Preschools & Child Development Centers, Inc.

Kenova
304-453-4858

Lavalette
304-523-4858

Huntington
304-522-4858

Buffalo
304-429-3988

Westmoreland
304-429-4851

Ceredo
304-908-3368

Ceredo Pre-K
304-453-5998

Westmoreland Pre-k
304-781-0053

POSITION TITLE: Collaborative Coordinator of Preschool Services

REPORTS TO: Executive Director

FSLA: Exempt

JOB SUMMARY:

The Collaborative Coordinator of Preschool Services co-ordinates and collaborates with all Head Start, PSN, community-based early childhood classrooms, faith-based, and additional support programs according to policy 2525 and Wayne County Pre-k plans and assists in the implementation of the program plans at all Pre-K sites, installation, maintenance, and trouble-shooting for all hardware and software, including ProCare.

ESSENTIAL DUTIES:

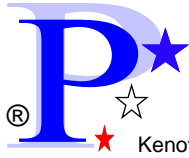
- Serves on County Planning Committee and assists committee in writing/updating the Pre-K plan;
- Creates Collaborative Budget including all funding sources used in Pre-k plans;
- Monitors current expenditures to maintain current budget compliance including creating purchase orders for classroom and reviewing orders submitted by classrooms;
- Ensures purchase and use of state-approved curriculum in all Pre-K classrooms; monitors and advises implementation in all classrooms using the Creative Curriculum implementation checklist in each classroom;
- Completes Creative Curriculum on-line assessment system monitoring;
- Weekly reviews lesson plans on *CC.net*;
- Coordinates delivery of inclusion services;
- Reviews children's records to insure health and immunization requirements are met;
- Monitors and maintains all Pre-k classroom requirements including staff qualifications, ratios, WV State BOE, WV DHHR licensing;
- Performs annual assessment of all pre-k classrooms, creates a plan of action based on each classroom's assessment results, and reviews plans of action with each teacher;
- Ensures WV Early Childhood Transition Checklist is followed for all enrolled students;
- Trains first-time on-site providers in program requirements;
- Identifies all pre-k eligible children through surveys, referrals, communication, etc.;
- Gathers preschool applications to determine placement for following year – Summer months are spent distributing, collecting and sorting applications to determine placement for all eligible children, including mailings to families;
- Plans and conducts parent orientation sessions during the summer months for those children who are attending preschool during the upcoming school year;
- Plans transition to Pre-k activities for families, students, teachers, principals, support staff, and community including arranging transportation for preschool students to attend a kindergarten session and parent information sessions regarding their child attending kindergarten;
- Identifies children through referrals for PSN including review of children's files looking for developmental history and talking with teachers to identify at-risk children in their classroom;
- Attends Individual Educational Plan (IEP) meetings;

Serving Families in Cabell and Wayne Counties for Over 25 Years

Administrative Office Phone (304) 429-4934 Fax (304) 429-3281

Email: jbarkerplaymates@aol.com

September 1, 2013



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- Performs Battelle Screening Assessments and/or tests for placement; develops assessment reports based on screening data; and conducts SAT meetings for community referrals;
- Monitors and advises pre-k staff working with PSN students.

OTHER DUTIES:

- Maintains records, minutes, update data base monthly, and creates and submits all reports as required by Wayne County, Playmates, WV State Board of Education, and DHHR;
- Mentors sites interested in becoming future Pre-K sites;
- Ensures all staff are enrolled on the WV career pathway;
- Works with all staff to create individual professional development plans for each staff as required by policy 2525 – Assists community program teachers during summer months in planning to meet criteria to maintain/achieve their permanent teaching license;
- Conducts public awareness activities to ensure public is aware of availability of program including distributing brochures/flyers and other awareness activities throughout the schools and community;
- Attends state planning and trainings as required including summer meetings;
- Attends monthly staff development as required including planning, preparation for each session, conducting each training if necessary and registering each training – Meeting all requirements of West Virginia Policy 2525 including but not limited to; WV State Pre-k Standards or Framework (ELSF), WV State licensing rules and regulations, ECERS-R, Transitioning, Literacy, Creative Curriculum and Inclusion of preschool special needs;
- Identifies additional Early Childhood programs licensed in Wayne County;
- Complies with policies and procedures of Playmates Pre-School and Child Development Centers, Inc. and the Wayne County Board of Education.
- Protects the confidentiality of private customer information.
- Represents and maintains the philosophy of Playmates Pre-School and Child Development Centers, Inc.
- Performs other duties as assigned by supervisor, required by the Wayne County Board of Education, and/or Policy 2525.

POSITION QUALIFICATIONS:

- Master of Arts in Family and Consumer Sciences with emphasis in Early Childhood Education;
- Fifteen years of experience working with children in the early childhood education field both as a teacher and as a director;
- Member of the National Association for the Education of Young Children;
- West Virginia Experienced ECERS-R observer;
- Credentialed trainer under the West Virginia State Training and Registry System;
- Trained in the implementation of the Early Language and Literacy Classroom Observation

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- Trained in the administration of the Battelle Developmental Inventory and other assessment tools for students and classrooms.
- Ability to work collaboratively and to communicate effectively with multiple constituencies.
- Excellent oral and written communication skills.

ADDITIONAL DESIRABLE QUALIFICATIONS:

- Experience or desire to participate in grant writing and resource development with respect to early care and education issues.

JOB TITLE: Collaborative Coordinator of Preschool Services

PHYSICAL AND MENTAL ACTIVITY REQUIREMENTS

ACTIVITY	RARE	OCCASIONAL (25%)	FREQUENT (50%)	CONTINUOUS (75%)
WALKING			X	
LIFTING		X		
PUSH/PULL		X		
STANDING		X		
SITTING			X	
STOOPING			X	
READING			X	
WRITING			X	
DRIVING		X		
TYPE/KEYBOARD				X
IRREGULAR SCHEDULE			X	
OVERNIGHT TRAVEL	X			

WORKING ENVIRONMENT

CONDITIONS	RARE	OCCASIONAL (25%)	FREQUENT (50%)	CONTINUOUS (75%)
QUIET			X	
NOISE	X			
DUST/DIRT	X			
POOR VENTILATION	X			
HEAT	X			
EXPOSED TO	X			



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CONDITIONS	RARE	OCCASIONAL (25%)	FREQUENT (50%)	CONTINUOUS (75%)
DISEASE				
ELECTRICAL	X			
HAZARDS				
ON CALL	X			

I HAVE READ AND UNDERSTAND THE JOB DESCRIPTION FOR COLLABORATIVE COORDINATOR OF PRESCHOOL SERVICES AND AGREE TO FULFILL THE POSITION'S RESPONSIBILITIES TO MEET THE DEFINED STANDARDS.

EMPLOYEE NAME

DATE

SUPERVISOR NAME

DATE