

PCSD #2 Preschool/Early Childhood Literacy Coordinator Position
Job Description

Purpose Statement

The pre-school coordinator is a part-time position. The coordinator is responsible for serving as a liaison between the school and Wyoming Child & Family Development, other Local Educational Agencies (LEA's), preschoolers not enrolled in a program, and Guernsey-Sunrise Schools.

Examples of the duties the coordinator may perform:

- Reaching out to preschool students and their families to ensure they acquire the skills necessary for school readiness.
- Provide resources that enhance or supplement the curriculum of LEA's. Examples might be books, math manipulatives, materials, etc. that families might use to work on the skills.
- Help to educate parents in age appropriate literacy skills their children will need to master to be ready for kindergarten.
- Assist families in performing games and activities to learn the skills by demonstrating how they might integrate the subjects into everyday life.
- Attend training with the primary elementary staff on early literacy research.
- Work with the staff of Wyoming Child & Family Development to coordinate training with GS school staff on current practices teaching literacy skills.
- Assist with screening preschoolers entering Kindergarten.
- Maintain accurate, complete and correct records as required by district policy, administrative regulations, and state law.
- Perform other duties, as assigned, for the purpose of ensuring the efficient and effective functioning of the school district.

Qualifications

Preferred: Bachelor's degree in Early Childhood or Elementary Education.

Will consider: Associate's degree in Early Childhood or previous experience working with early childhood education.

Terms of Employment

Approximately 185 days. Salary and terms for work to be established by the Board of Trustees.

Evaluation

Performance will be evaluated in accordance with the provisions set forth by the Board's policy on evaluation of staff.

School Board approval and Criminal background check required for hire.