

# Job Opening Announcement & Job Description



<b>Early Learning Coordinator</b>	
<b>Supervisor:</b> Associate Director of Student Success and Learning	<b>Division:</b> Student Success and Learning <b>Location/Assignment:</b> Housed at North Central Educational Service District 171 in Wenatchee, serving school districts within the NCESD region.
<b>Salary Range:</b> \$77,564.00 - \$87,757.00 Level 1 \$82,011.00 - \$92,788.00 Level 2 <i>Salary range dependent upon experience and expertise.</i>	<b>Conditions of work:</b> 191 days, 8 hours/day, <b><i>Special funded, exempt position</i></b>

**GENERAL DESCRIPTION:**

This position is a rare opportunity to join an exciting team. The regional Educational Service District 171 (ESD 171) is seeking a dynamic team player interested in making an impact in the lives of district staff as the Early Learning Specialist for 29 School Districts within our ESD region. This position is based in Wenatchee, Washington. The Early Learning Coordinator serves the North Central ESD by providing professional development, technical assistance and support for P-3 teachers, administrators and service providers. Duties include providing professional development, technical assistance and support to schools as they work toward alignment of P-3 curriculum and learning goals as outlined in school improvement plans or grant activities. The Early Learning Specialist serves as a key contact, communicator and liaison to educators, administrators, OSPI Early Learning programs and staff, Department of Children, Families, and Youth (DCYF), Early Childhood Education and Assistance Program (ECEAP) Gates Foundation and others serving this population of students.

**Qualifications:**

**Required:**

- Master's degree in related field
- Teaching certificate with primary focus in Early Learning

**Preferred:**

- Experience leading with a P-3 focus
- Preschool Education or K-1 teaching experience
- Experience working with students and education staff in a multicultural community
- Washington State Driver's License and willingness to travel

**Skills, Knowledge, and/or Abilities:**

- The scientifically-based research for early learning/K-3 instruction.
- Washington State Legislative early learning mandates as it relates to student learning including technology integration, cross-curricular alignment techniques, and classroom curricular integration.
- Data-driven decision making.
- Current large scale and classroom-based early learning assessments and strategies (i.e. Teaching Strategies GOLD).
- Effective teaching and training techniques for adults.
- Continuous improvement model.
- Computer hardware and software programs and applications specific to the educational environment as well as skill in word processing, databases, spreadsheets, desktop publishing, and audio-visual equipment.
- Remain flexible to meet OSPI, DCYF and legislative mandates with regard to student information services and projects, including student learning plans.
- Assist in securing funding for innovative programs.
- Perform skilled technical writing for articles, brochures, manuals, web information, workshop synopsis, syllabus, etc.
- Develop and present effective workshops.
- Create, use, search, and maintain an informational database.
- Organize and follow through on multiple tasks, address concerns as they arise, meet deadlines, and plan ahead to meet future needs and goals.

- Ability to work independently under broad organizational guidelines to achieve objectives
- Ability to set priorities, meet deadlines and schedules, deal with frequent interruptions, and work as part of a team
- Strong interpersonal skills demonstrated through the ability to build trusting, collaborative relationships
- Demonstrated excellent verbal and written communication skills
- Exceptionally high commitment to task accomplishment and flexibility in working-hours and days

**Timeline:**

Position opens: June 10, 2019  
 Position closes: June 21, 2019  
 Screening & Interviews as soon as possible  
 Position begins as soon as possible

**Note:** Employment contingent upon successful clearance of a Washington State Patrol, FBI fingerprint criminal history background check, and Sexual Misconduct background check.

**NCESD is an Equal Opportunity Employer**

**Responsibilities:**

- Provides early learning support and technical assistance for schools implementing WaKIDS goals as part of Full-Day State Funded Kindergarten.
- Leads and supports school-level teams to implement P-3 Professional Learning Communities and Fellows.
- Assists schools in making data-driven decisions within the context of a school-wide school improvement plan and developmentally appropriate instruction in P-3.
- Facilitate schools in alignment of early learning curriculum, instruction, and assessment across the P-3 band.
- Understands and advocates for 0-3 transitions into the school setting under Individuals with Disability Education Act (IDEA).
- Supports learning strategies and programming for students with disabilities ages 3-8.
- Coordinates and provides professional development opportunities for educators that focus on effective strategies in early learning and developmentally appropriate Kindergarten, including curriculum integration, instruction and integration of technology, state initiative support and national association support. Prepares advertisements and workshop descriptions as necessary.
- Strengthens the collaboration with all community preschool programs (Child Care Aware, College early learning, Head Start, ECEAP); connecting families and resources transitioning to the school setting.
- Performs and/or participates in ESD/OSPI-related functions which include collaboration with departments and community partners as necessary, technical support, conference planning, and attendance at meetings as requested.
- Prepares and delivers professional development workshops to professionals in early learning and K-3 (Developmentally Appropriate Strategies).
- Works under the direction of the Associate Director of Student Success and Learning to develop work plans.

**Professional Growth and Responsibilities**

- A. Supports and implements ESD policies, regulations, procedures and administrative directives; demonstrates loyalty to the ESD and other administrators.
- B. Submits records, reports and assignments promptly and efficiently.
- C. Deals with obstacles and constraints positively.
- D. Demonstrates ability to adjust to and use new approaches in the performance of his/her duties.
- E. Seeks and takes advantage of opportunities for professional growth.
- F. Maintains dress and appearance appropriate to a professional office setting.

**Meets or exceeds performance expectations in the following areas:**

- Competence
- Quality & Quantity of Work
- Attitude
- Flexibility, Innovation & Initiative
- Cooperation with Supervisor/Director & Peers
- Demonstrates & Supports Agency Values

A new employee is subject to a 180-day probationary period and must be evaluated prior to its end. If work is found to be unsatisfactory, the employee is subject to termination.

**Physical Demands**

- Frequent travel within the ESD 171 region. Some overnight travel may be required.
- Extended or flexible hours as necessary.
- Sitting for extended periods of time may be required. Lifts and carries a maximum of 40 pounds. Adequate manual and finger dexterity, hearing, speech, and vision are necessary to perform the essential functions of this position.

**Application Procedure:**

North Central ESD is accepting applications for this position on-line only. To access our on-line application please click the link below.

**All completed packets must be submitted on-line and include:**

- **Updated Resume**
- **Cover Letter**
- **Two Professional Letters of Recommendation (less than a year old)**
- **Sexual Misconduct Form**

[Click here to apply](#)