

Lowell Public Schools

Job Title: Assistant Early Childhood Coordinator

The Assistant Early Childhood Coordinator reports to the Early Childhood Coordinator and support in the management and implementation of the early childhood grants and services.

Qualifications:

- Master's degree from accredited college or university with certification in early childhood education preschool to grade 2 with special education endorsement.
- Five or more years in early education teaching with some leadership experience.
- Experience managing grants or other projects.
- Knowledge of Massachusetts Department of Early Education and Care's state regulation for Center-based programs and Quality Improvement Rating System.
- Knowledge of Early Learning Standards and Curriculum Frameworks
- Strong organization, writing, communication and interpersonal skills.
- Ability to use Excel, power point, Word, and develop on-line survey tools.

Report to: Early Childhood Coordinator

Term of Employment: 215 days (subject to grant funding- expected for 2 years)

Salary range: \$89,617.00

Responsibilities include but are not limited to:

- Working with early childhood coordinator to keep the Lowell's Early Childhood Council informed regarding CPPI grant.
- Assist Lowell Public School in developing and maintaining high quality learning environments for preschool and kindergarten children.
- Support in providing administrative leadership at the Cardinal O'Connell School in the absence of the Early Childhood Coordinator
- Support identify and planning professional development for public and private early education and care professionals.
- Assist in the development of protocols and data collection for Commonwealth Community Partnership Initiative for reporting.
- Work in collaboration with Early Childhood Specialist to place preschool children on IEP and maintain data for state reporting.
- Support Child Find activities throughout the District.
- Support families in transitioning into preschool and kindergarten.
- Support in providing resources to families of young children in order to assist them in accessing early education programs and services.
- Provide staff leadership in promoting the understanding of CPPI Grand objectives and coordinated professional development.
- Coordinate and ensure screening, placement, and registration process in collaboration with Family Resource Center and partnering agencies.
- Facilitate monthly meeting with CPPI partners.