



LOWELL PUBLIC SCHOOLS
Cardinal O'Connell Early Childhood Center
21 Carter Street
Lowell, Massachusetts 01852

Lisa Van Thiel,
Early Childhood Coordinator
978-674-2051

To: James Hall, Chief Operating Officer
From Lisa Van Thiel, Early Childhood
Cc: Daroth Yann, Assistant Human Resource Director
Date: January 12, 2021
Re: Commonwealth Preschool Partnership Initiative (Grant Funded Positions)

The Commonwealth Preschool Partnership Initiative (CPPI) provides funds to expand high-quality prekindergarten opportunities on a voluntary basis to children eligible for kindergarten in 2021 using the Massachusetts Preschool Expansion Grant public-private partnership model. The grant funded since FY19 continues the work of expanding access, aligning and improving the quality of local early education systems serving 3 and 4 year olds through partnerships between the local public school district and licensed center based programs.

Through these funds Lowell Public Schools has purchased and provided to eighteen classrooms in the community Lowell Public Schools preschool curriculum, materials, and children's books. Professional development and coaching have been offered. In the fall of 2019, our full-time coach took a job in another district. Since then, we have been unable to hire recruit a coach with the knowledge and expertise sought. The current Job Description for the Classroom Developer was written for the Preschool Expansion Grant which ended in 2019 and the role of the Early Childhood Coach has dramatically changed in regard to required qualification, roles and the responsibilities, certification, and tasks.

In order to attract and obtain a qualified candidate for this position, the Early Childhood Department has researched other CPPI communities and reviewed their job descriptions in order to request changes to the job title and description in order to hire someone for this critical position. Funding to hire for this position has been allocated through grant funding and will be contingent upon grant approval.

Early Childhood Coach and Program Developer

The Early Childhood Coach and Program Developer will focus on enhancing teacher ability to provide instruction that builds students' academic, social, and emotional skills and develops student sense of engagement in and ownership of learning. The coach will support district and community programs in addressing the quality of programs. The Early Childhood Coach will work with administrators and teachers to align goals with district priorities, support Preschool Instructional Leadership Teams and facilitate data sessions and discussion on student work to inform instructional practice. As a member of the Early Childhood Department this team member will support system-wide and community-based professional development for early educators across the community through a coordinated plan to offer coaching, professional development or technical assistance. As a member of the Early Childhood Team this individual must be able to create and manage projects, prepare presentations and reports, and design and use data collection tools to inform program planning and implementation.

Duties and Responsibilities:

1. Implement Lowell Public Schools Curriculum in LPS and Community Based Programs.
2. Support development of three year old curriculum in collaboration with community partners and review of early childhood materials to ensure alignment.
3. Facilitate inquiry groups among teachers and paraprofessionals related to implementing curriculum.
4. Provide support in collecting, reflecting, and using data to inform instruction using multiple sources of data.
5. Systematically collect classroom level data to inform program planning and evaluation.
6. Coaching and mentoring of early childhood teachers within LPS and community programs.
7. Provide support and professional development to administrators responsible for evaluating teachers.
8. Other duties as assigned by Early Childhood Coordinator.

Required:

1. Master's Degree;
2. Strong background in early childhood;
3. Minimum 5 years early childhood teaching experience;
4. Experience teaching/coaching adults in the area of early childhood education;
5. Knowledge of adult learning theory;
6. Outstanding presentation and facilitation skills;
7. Strong written language skills;
8. Interpersonal skills to share proven practices and approaches with teacher and administrators;
9. Strong organizational skills;
10. Ability to self-direct work-flow to complete task on time;
11. Ability to select and prioritize plans to improve practices and programs; and
12. DESE Special education, ELL, and Early Childhood Credentials;

Preferred:

1. Experience working as an Early Childhood mentor, director, teacher, education specialist, or coordinator;
2. Experience working in an urban school; and
3. Competence in more than one language.

REPORTS TO: Reports to: Early Childhood Coordinator/Assistant Early Childhood Coordinator
EFFECTIVE DATE OF EMPLOYMENT: As soon as possible after posting closes
TERMS OF EMPLOYMENT: Non-Affiliated, 12-month position (grant funded)
SALARY: range of \$72,000 to \$80,000 dependent on education/196 day work year