

PRIVATE INDUSTRY COUNCIL OF WESTMORELAND/FAYETTE, INC.
JOB DESCRIPTION

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POSITION: **PRE-K COUNTS COORDINATOR**

DIVISION: Early Childhood Development

DEPARTMENT: PA Pre-K Counts

PURPOSE: To coordinate and perform program services that includes the completion of classroom observations, child assessment and screening, and enrollment & recruitment of eligible families for a multi-county Pre-K Counts program.

QUALIFICATIONS:

Education: Bachelor's or Advanced Degree in Early Childhood Education, OR Bachelor's Degree or Advanced Degree in a related field.

Experience: One (1) year classroom experience with pre-school children, preferably with one (1) year of experience in a leadership role. Knowledge of social service agencies helpful.

Skills, Abilities and Knowledge:

- a. Ability to maintain and protect confidentiality.
- b. Ability to communicate and work with the public and other internal staff.
- c. Ability to achieve goals with independence.
- d. Ability to apply independent judgment.
- e. Excellent interpersonal skills.
- f. Effective oral and written communication skills.
- g. Excellent accuracy and organizational skills.
- h. Ability to deal with and adapt to frequent change.
- i. Ability to work independently as well as a part of a team.
- j. Ability to work with and delegate work to others without having supervisory authority over them.
- k. Ability to motivate and advise others.

REPORTS TO: Pre-K Manager

SUPERVISES: No direct reports but responsibility to direct employees as set forth below in Responsibilities

JOB REQUIREMENTS and ESSENTIAL JOB DUTIES to be performed with or without reasonable accommodations:

Mental Concentration: Considerable concentration intermittently.

Interruptions: Occur constantly.

Physical Effort: Substantial physical effort in a predominantly standing, walking; kneeling positions; occasional running and lifting (up to 30 pounds).

Confidential Information Used: Child's health/mental health and educational information, family economic and environment information.

Special Demands: Moderate travel and potential eye strain.

Special Requirement: Current Act 33 and Act 34, FBI fingerprinting clearance, documentation. Valid PA driver's license, verification of car insurance coverage as well as reliable transportation (validated yearly minimum).

*If applicable – Act 48 professional development mandates.

Duties may include any or all of the following. This list is intended to be representative.

01. Possess a working knowledge of and uses program regulations and the NAEYC Code of Ethic & Conduct to guide decision making.
02. Serve as a substitute when necessary.

- 03. Observe and collect data on staff classroom management and then provide written feedback (informal observations followed up with memos and/or meetings).
- 04. Recommend changes and improvements necessary to support program growth and development.
- 05. Model effective instructional practices by demonstrating how to effectively incorporate the PA Early Learning Standards.
- 06. Assist in the development and implementation of Pre-K Counts plans, procedures and trainings.
- 07. Conduct classroom assessments and screenings:
 - Administer development and social & emotional screenings.
 - Conduct vision and hearing screenings.
 - Assist families in making referrals to appropriate agency after screening.
 - Follow up on family referrals
 - Conduct the Early Childhood Environmental Rating Scale assessment.
- 08. Recruit and enroll eligible children by:
 - Assisting with the enrollment process regarding Enrollment Application screening and verification.
 - Developing and assisting in the planning, coordinating, and supporting of community outreach events.
 - Assisting with the distribution of program flyers and brochures.
 - Assuring appropriate recruitment and enrollment materials are prepared.
 - Contacting families via phone/email to communicate program information.
- 09. Assist Classroom Supervisors in planning and coordinating parent activities and meetings.
- 10. Shop for and distribute materials and equipment when necessary.
- 11. Contact community resources to update current services.
 - Participate in community through committees, outreach activities, etc.
- 12. Maintain current and accurate records as required by the program.
- 13. Provide routine office support as needed.
- 14. Perform other duties as defined by the Manager when additional work is necessary to fulfill the obligations of the organization.
- 15. Attend meetings and seminars as a representative for the corporation. Compile forms, time cards, and other paperwork as required. Perform other related work as required or requested.

CORPORATE EXPECTATIONS:

Every employee of the Private Industry Council of Westmoreland/Fayette, Inc. is an ambassador that influences the public's impression of our organization. As such, every employee is expected to demonstrate the following attributes: Commitment, Enthusiasm, Flexibility, Positive Attitude, Proactive Approach, and Teamwork. These qualities are important in both individual and corporate success.

PAY GRADE: E

HOURLY WAGE: \$15.65

HOURS PER WEEK: 40
Hours to be determined.
Possible non-traditional