

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 responsible 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. Review and approve lesson plans; ensuring staff are teaching intentionally and responsively with individualized child curriculum planning.
04. Observe and collect data on staff classroom management and then provide written feedback (informal observations followed up with memos and/or meetings).
05. Recommend changes and improvements necessary to support program growth and development.
06. Model effective instructional practices by demonstrating how to effectively incorporate the PA Early Learning Standards.
07. Assist in the development and implementation of Pre-K Counts plans, procedures and trainings.
08. 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.
09. 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.
 - 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