



Poudre School District

HUMAN RESOURCES DEPARTMENT JOB DESCRIPTION

Job Title: **Early Childhood CPP Specialist**
 Job Family: **Program Specialist**
 Prepared/Revised Date: **April 3, 2018**

FLSA Status: **Non-Exempt**
 Pay Range: **PS25H**
 Job Code: **40524**

SUMMARY: Responsible for assisting in the oversight, coordination and support of services for Colorado Preschool Program (CPP), upholding program quality and assisting in the achievement of school readiness goals of the PSD Early Childhood Education (ECE) program.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

| Description of Job Tasks (limit of 13 of the most important tasks) | Frequency | % of Time |
|---|--|--|
| | Daily = D Weekly = W Monthly = M Quarterly = Q Annually = A | On an annual basis, e.g. 10 hours of a 40 hour work week = 10/40 = 25% |
| 1. Assist CPP sites, teachers, families and the district in the process of transitioning children into CPP and from CPP into kindergarten. Coordinate support of curriculum, instruction and assessment practices for community child care centers/preschools with a CPP service agreement. | D | 15% |
| 2. Serve as a member of the Early Childhood Leadership team; participate in monitoring visits from CDE/CPP; participate in CPP list serve; participate as a member of the Early Learning Support Instructional Coaching Team. | D | 13% |
| 3. Build and maintain relationships with CPP families and community CPP teachers and collaborate with CPP teachers in providing resources and referral support to families. | D | 10% |
| 4. Attend work and arrive in a timely manner. | D | 1% |
| 5. Act as a liaison between CPP community preschools and the school district. Assist CPP community child care centers/preschools in the implementation of School Readiness Assessment and Results Mater to measure outcomes for children. Ensure Individual Learning Plans/Individual School Readiness Plans are developed for each child enrolled through CPP community sites. | M | 10% |
| 6. Work collaboratively with ERSEA (Eligibility, Recruitment, Selection, Enrollment and Attendance) and CPP community sites in the recruitment and enrollment processes for CPP and the support the November 1 st child count. | M | 10% |
| 7. Conduct ongoing site visits to CPP community sites to identify needs, provide resources and coaching support, and monitor classrooms for compliance. Conduct twice yearly site visits, in conjunction with parent representatives, to monitor for compliance. | M | 5% |
| 8. Coordinate and lead quarterly CPP meetings for community CPP teachers and directors. Facilitates committees and workfroups to support program goals. | Q | 10% |
| 9. Provide quarterly CPP reports to Policy Council on needs and progress. | Q | 5% |
| 10. Develop a CPP calendar for community sites and make recommendations for the CPP annual budget. | A | 5% |
| 11. Participate and organize the CPP Request for Proposal (RFP) process and program evaluation every two years. | A | 10% |



| | | |
|---|---------------|-------------|
| 12. Develop, monitor and report upon the district's comprehensive CPP annual plan for delivery of services. | A | 5% |
| 13. Perform other duties as assigned. | Ongoing | 1% |
| | TOTAL= | 100% |

EDUCATION AND RELATED WORK EXPERIENCE:

- Bachelor's degree or higher in Early Childhood Education, Child Development or related field preferred
- At least one year experience in Colorado Preschool Program regulations and best practices
- Experience in a school system preferred
- Three years full-time teaching experience with young children
- Equivalent combination of education and experience acceptable

LICENSES, REGISTRATIONS or CERTIFICATIONS:

- Criminal background check required for hire
- Valid Colorado driver's license

TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:

- Oral and written communication skills
- English language skills
- Interpersonal relations skills
- Math and accounting skills
- Customer service and public relations skills
- Critical thinking and problem solving skills
- Bilingual oral and written communication skills preferred
- Ability to effectively communicate to staff, students, families and community members utilizing cross-cultural and language skills
- Ability to maintain confidentiality in all aspects of the job
- Ability to manage multiple priorities
- Ability to manage multiple tasks with frequent interruptions
- Ability to maintain honesty and integrity in all aspects of the job
- Ability and willingness to adhere to attendance requirements, including regular and punctual employee presence
- Ability to promote and follow Board of Education policies, Superintendent policies and building and department procedures
- Ability to communicate, interact and work effectively and cooperatively with people from diverse ethnic and educational backgrounds
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment, and report unsafe conditions to the appropriate administrator

MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:

- Operating knowledge of and experience with personal computers and peripherals
- Operating knowledge of and experience with Microsoft Word, Excel, PowerPoint, Access, Publisher, Outlook, and/or other department software packages
- Operating knowledge of and experience with typical office equipment, such as telephones, copier, fax machine, E-mail, etc.

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

| | POSITION TITLE | # of EMPLOYEES |
|------------------------|--|----------------|
| Direct reports: | This job has no direct supervisory responsibilities. | |



PHYSICAL REQUIREMENTS & WORKING CONDITIONS: *The physical demands, work environment factors and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

| PHYSICAL ACTIVITIES: | Amount of Time | | | |
|-------------------------------------|----------------|-----------|------------|----------|
| | None | Under 1/3 | 1/3 to 2/3 | Over 2/3 |
| Stand | | | X | |
| Walk | | X | | |
| Sit | | | | X |
| Use hands to finger, handle or feed | | | | X |
| Reach with hands and arms | | | X | |
| Climb or balance | | X | | |
| Stoop, kneel, crouch, or crawl | | X | | |
| Talk | | | | X |
| Hear | | | | X |
| Taste | X | | | |
| Smell | X | | | |

| WEIGHT and FORCE DEMANDS: | Amount of Time | | | |
|---------------------------|----------------|-----------|------------|----------|
| | None | Under 1/3 | 1/3 to 2/3 | Over 2/3 |
| Up to 10 pounds | | X | | |
| Up to 25 pounds | | X | | |
| Up to 50 pounds | X | | | |
| Up to 100 pounds | X | | | |
| More than 100 pounds | X | | | |

| MENTAL FUNCTIONS: | Amount of Time | | | |
|----------------------|----------------|-----------|------------|----------|
| | None | Under 1/3 | 1/3 to 2/3 | Over 2/3 |
| Compare | | | X | |
| Analyze | | | X | |
| Communicate | | | | X |
| Copy | | X | | |
| Coordinate | | | X | |
| Instruct | X | | | |
| Compute | | | X | |
| Synthesize | | X | | |
| Evaluate | X | | | |
| Interpersonal Skills | | | | X |
| Compile | | X | | |
| Negotiate | | X | | |

| WORK ENVIRONMENT: | Amount of Time | | | |
|---------------------------------------|----------------|-----------|------------|----------|
| | None | Under 1/3 | 1/3 to 2/3 | Over 2/3 |
| Wet or humid conditions (non-weather) | X | | | |
| Work near moving mechanical parts | X | | | |
| Work in high, precarious places | X | | | |
| Fumes or airborne particles | X | | | |
| Toxic or caustic chemicals | X | | | |
| Outdoor weather conditions | X | | | |
| Extreme cold (non-weather) | X | | | |
| Extreme heat (non-weather) | X | | | |
| Risk of electrical shock | X | | | |
| Work with explosives | X | | | |
| Risk of radiation | X | | | |
| Vibration | X | | | |



| VISION DEMANDS: | Required |
|---|-----------------|
| No special vision requirements. | X |
| Close vision (clear vision at 20 inches or less) | |
| Distance vision (clear vision at 20 feet or more) | |
| Color vision (ability to identify and distinguish colors) | |
| Peripheral vision | |
| Depth perception | |
| Ability to adjust focus | |

| NOISE LEVEL: | Exposure Level |
|---------------------|-----------------------|
| Very quiet | |
| Quiet | |
| Moderate | X |
| Loud | |
| Very Loud | |