

VACANCY
CONECUH COUNTY SCHOOLS

May 13, 2025

The Conecuh County Board of Education is now accepting applications for the following vacancy:

Pre-K Learning Center Coordinator/Director and Curriculum Coach

Location: Conecuh County Schools (based at Thurgood Marshall Middle)

Contract Length: 12 Months

Position Summary:

Conecuh County Schools is seeking a dedicated and experienced educational leader to serve as the Director of the Pre-K Early Learning Center and Curriculum Coach at Thurgood Marshall Site. This dual-role position requires strong expertise in early childhood education, school administration, and instructional coaching, particularly with experience in LETRS (Language Essentials for Teachers of Reading and Spelling) at the administrative level. The ideal candidate will oversee the daily operations of the district's Pre-K center while also supporting curriculum implementation and instructional improvement for Middle School.

Key Responsibilities:

Coordinator of Pre-K Early Learning Center

- Oversee the management, operation, and daily administration of the Conecuh County Pre-K Early Learning Center.
- Ensure compliance with state and federal regulations, including OSR (Office of School Readiness) guidelines.
- Supervise and evaluate Pre-K staff, including teachers, paraprofessionals, and support staff.
- Promote a safe, nurturing, and developmentally appropriate learning environment.

- Facilitate family engagement and community partnerships to support early learning.
 - Manage budgets, grants, and resources related to the Pre-K program.
 - **Curriculum Coach Responsibilities**
 - Support teachers with curriculum alignment, lesson planning, and effective instructional strategies.
 - Lead professional development in early literacy, math, and other core content areas across middle school grade levels, with a focus on evidence-based strategies.
 - Work to bridge instructional and achievement gaps between elementary and middle school to support smooth academic transitions for students.
 - Collaborate with teachers and administrators to analyze data and implement effective instructional interventions.
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Qualifications:

Required:

- Valid Alabama Administrative Certificate.
- Master's degree or higher in Early Childhood Education, Educational Leadership, or related field.
- Minimum of five years of successful teaching experience in Pre-K or early elementary grades.
- At least three years of experience in a school or district-level leadership role.
- Completion of LETRS for Administrators and/or experience implementing LETRS in a coaching or leadership capacity.
- Strong organizational, communication, and interpersonal skills.

- Knowledge of early childhood standards, curriculum frameworks, and developmentally appropriate practices.

Preferred:

- Experience managing a Pre-K facility or center.
- Demonstrated success with instructional coaching or curriculum coordination.
- Familiarity with Alabama First Class Pre-K and the Alabama Literacy Act requirements.
- Familiarity with the Numeracy Act and the Alabama Computer Science for Alabama Act.

Applications will be received through May 20, 2025 or until position is filled.

Applications are available online at www.conecuh.k12.al.us under Human Resources. You may apply online at conecuhapplicants@conecuhk12.com. If you are interested and currently employed please send a letter of interest to leann.smith@conecuhk12.com cc: brenda.landon@conecuhk12.com

Applicants will be notified by the Board of Education if selected for an interview.