



# LAKE HAVASU UNIFIED SCHOOL DISTRICT #1

## Human Resources Department

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<b>Position Title:</b>	Preschool Coordinator	<b>Location:</b>	District Wide
<b>Reports To:</b>	Director of Student Services	<b>Supervises:</b>	Preschool Personnel
<b>Classification:</b>	Certified	<b>Status:</b>	Full-time
<b>FLSA Status:</b>	Exempt	<b>Benefit Eligible:</b>	Yes
<b>Work Year:</b>	11 months	<b>Salary:</b>	see <a href="http://lhusd.org">lhusd.org</a> website

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### Qualifications

- Valid appropriate Arizona Teacher Certificate as required by the State of Arizona with Early Childhood Endorsement, or Special Education Early Childhood Endorsement
- Master's Degree in Early Childhood Education, Child Development or related field preferred.
- Minimum five (5) years teaching or related experience in a school setting.
- Three (3) years early childhood teaching experience working with children under five years of age.
- Ability to communicate effectively both orally and in writing.
- Obtain and maintain First Aid and CPR certification.
- Knowledge and experience in pre-school licensing practices and procedures
- IVP fingerprint clearance card through AZ Department of Public Safety
- Tuberculosis Test Required

### Function

- Coordinate, supervise, and support and/or oversee all LHUSD quality pre-school programs which allow children to grow and develop socially, physically, intellectually, and creatively in a caring and nurturing environment.

### Responsibilities and Requirements

#### CURRICULUM AND INSTRUCTION

- Oversee the daily operation of all District's Pre-school programs.
- Coordinate and facilitate referrals to and for Child Find and other services in the District's preschool program.
- Collaborate with other department, schools and outside agencies as necessary.
- Knowledge of all five early childhood developmental domains and milestones
- Responsible to work in conjunction with building principals in conducting observation and training of teachers, paraprofessionals, and personal care assistants.
- Responsible to meet regularly with Student Services Department / Team Leaders
- Coordinate data collection, monitor and evaluate early childhood student assessment and progress to meet district, state and federal requirements.
- Plan and collaborate with the Director of Student Services and the site Principal to implement appropriate early childhood curriculum and assessment and make adjustments as needed.

#### STAFF PERSONNEL

- **MEETINGS:** attend staff meetings and district in-service programs
- **COMMITTEES:** serve on committees as requested; conduct community Child Find
- **SCHOOL ACTIVITIES:** be responsible for discharging instructional and non-instructional school-related activities.
- **SUPERVISION & EVALUATION:** supervise, evaluate, and provide work assignments to assigned teachers, paraprofessionals and/or student teachers; coordinate programs for therapeutic purposes; integrate overall developmental goals into the academic setting.
- **TEAM MEMBER:** responsible for teacher evaluations and classified evaluations as required by supervisor.



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### STUDENT PERSONNEL

- **EVALUATION:** evaluate and provide individual student progress on regular basis and keep requisite records; justify promotions, retentions, and special program recommendation; documents all communications, written correspondence, and parental requests and concerns, and takes appropriate action as needed to resolve issues
- **HEALTH & WELFARE:** identify and refer unusual student behavior to appropriate specialists; report to the nurse any injury or illness to a student or self.
- **DISCIPLINE:** be responsible for enforcing building approved discipline plan
- **SUPERVISION:** be responsible for the supervision of students at all times

### OPERATIONS

- **POLICIES & REGULATIONS:** know and observe Board policies and regulations; complete early childhood accreditation requirements for each pre-school site annually; knowledge of current education trends in special education (IDEA) and early childhood (Child Find)
- **PUPIL ATTENDANCE & TARDINESS:** keep records of pupil attendance.
- **TEACHER ABSENCE:** advise administration in accordance with district policy.
- **BOOKS & SUPPLIES:** account for school and district property, as required.
- **PHYSICAL PLANT:** advise administration immediately of needed repairs, replacements and/or unsafe building conditions.
- **COMPLETION OF DAILY DUTIES:** remain in school after dismissal of students, as necessary to complete daily duties, attend meetings, hold parent conferences, etc.
- **EMERGENCY PROCEDURES:** follow school regulations regarding emergency procedures.
- **ATTENDANCE:** report to work daily at times assigned and remain on thru time prescribed in district policy

### FINANCE/BUSINESS MANAGEMENT

- **RECOMMENDATIONS:** responsible for submitting and justifying recommendations to Building Principal or designee.
- **FINANCE:** assist with ensuring compliance with First Things First-Quality First and Preschool Grant requirements; ensure site tuition and donation reporting procedures are followed
- Plan, coordinate, monitor and evaluate program implementation; develop curriculum; provide staff development and annual required Arizona Department of Health Services (AZDHS) training.
- Ensure compliance with AZDHS preschool licensure and Quality First Star Rating

### SCHOOL/COMMUNITY RELATIONS

- **INTERPRETATION:** interpret school policies and programs to students and parents



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### OTHER

- HEALTH: responsible for performing those duties which protect the health and safety of students and employees
- OTHER DUTIES: responsible for performing other job-related duties as assigned by the Building Principal and other job-related duties as assigned by the Director of Student Services

### Physical Demands and Work Environment

- Physical Effort
- Repetitive motion and eye strain through extensive utilization of computer hardware and software
- May require lifting materials and supplies weighing up to 25 pounds.
- Bending at the waist, kneeling or crouching to assist students.

### EEOC

Lake Havasu Unified School District provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetic information, veteran status, or any other characteristic protected by federal, state or local laws.

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This job description is intended to accurately reflect the position activities and requirements. Administrators and supervisors reserve the right to modify, add, or remove duties and assign other duties as necessary. It is not intended to be and should not be construed as an all-inclusive list of all the responsibilities, skills, or working conditions associated with the position.