## Job Summary
Involves providing developmentally appropriate early care and education; provides support to families on child education; provides model training experiences for teachers; may develop research environment and oversee, perform and report on research conducted in the child care program.

## Job Function
Early Childhood Education

## Category
Professional

### Job Level
- **Entry**
- **Intermediate**
- **Experienced**
- **Advanced**
- **Expert**

### Job Title
Early Childhood Site Coord 4

### Job Code
4149

### Tracking Code
A0041

### Per. Program
- **Non-Exempt**
- **Exempt**

### FLSA
- **Non-Exempt**
- **Exempt**

### Generic Scope
- **Entry** - level professional with limited prior experience; learns to use professional concepts to resolve problems of limited scope and complexity; works on assignments that are initially routine in nature, requiring limited judgment and decision making.
- **Intermediate** - professional who applies acquired job skills, policies, and procedures to complete substantive assignments / projects / tasks of moderate scope and complexity; exercises judgment within defined guidelines and practices to determine appropriate action.
- **Experienced** - experienced professional who knows how to apply theory and put it into practice with in-depth understanding of the professional field; independently performs the full range of responsibilities within the function; possesses broad job knowledge; analyzes problems / issues of diverse scope and determines solutions.
- **Advanced** - technical leader with a high degree of knowledge in the overall field and recognized expertise in specific areas; problem-solving frequently requires analysis of unique issues / problems without precedent and / or structure. May manage programs that include formulating strategies and administering policies, processes, and resources; functions with a high degree of autonomy.
- **Expert** - recognized organization-wide expert. Has significant impact and influence on organizational policy and program development. Regularly leads projects of critical importance to the organization; these projects carry substantial consequences of success or failure. May direct programs with organization-wide impact that include formulating strategies and administering policies, processes, and resources. Significant barriers to entry exist at this level.

### Custom Scope
- Works on problems of diverse scope where analysis of data requires evaluation of identifiable factors. Demonstrates good judgment in selecting methods and techniques for obtaining solutions. Interacts with senior internal and external personnel. Includes essential functions of Teacher while acting as the Lead Teacher in the classroom.

### Key Resp 01
Leads and directs the work of teachers, Student Assistants and subs in the classroom.

### Key Resp 02
Evaluates Teaching Assistants and Student Assistants.

### Key Resp 03
Leads one or more classrooms with responsibility for quality and quantity of work in early childhood education.

### Key Resp 04
Distributes and sets up work; monitors
### Job Family: Educational Services  
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**Education 1:** Bachelor's degree in related area and/or equivalent experience/training.

**Education 2:** Has and maintains applicable Child Development Permit (Site Supervisor or higher). If working in an infant or toddler room, has at least 3 infant units.

**Education 3:** Has and maintains current child CPR and first aid certificates.
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---|---|---|
Job Function | Early Childhood Education | Category | Professional
---|---|---|
Job Level | Entry | Intermediate | Experienced | Advanced | Expert
---|---|---|---|---|---
Education 4 | | | | | |
License 1 | | | | | |
License 2 | | | | | |
License 3 | | | | | |
License 4 | | | | | |
Cert 1 | | | | | |
Cert 2 | | | | | |
Cert 3 | | | | | |
Cert 4 | | | | | |
Spec Cond 1 | | | | | |
Spec Cond 2 | | | | | |
Spec Cond 3 | | | | | |
Spec Cond 4 | | | | | |
KSA 01 | | | | | Advanced working knowledge of early childhood education processes and prior supervisory experience in an early childhood education setting.
KSA 02 | | | | | Advanced interpersonal skills, service orientation, active listening, critical thinking, ability to multi-task effectively in a challenging environment, organizational skills and effective verbal and written communication skills.
KSA 03 | | | | | Basic computer applications.
KSA 04 | | | | | Tests TB negative and has health screening clearance.
KSA 05 | | | | | Pass FBI and DOJ criminal check with approval from Dept. of Social Services.
KSA 06 | | | | | 
KSA 07 | | | | | 
KSA 08 | | | | | 
KSA 09 | | | | | 
KSA 10 | | | | | 

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**Environment**

- Campus settings and Early Childhood Education Centers

**Career Path 1**

- Educational Services > Early Childhood Education > Supervisory and Management

**Career Path 2**

**Career Path 3**

**Career Path 4**

**Career Path 5**

**Career Path 6**