

PRESCHOOL RESOURCE SPECIALIST

TITLE: Preschool Resource Specialist

REPORTS TO: Associate Director of Early Childhood Education

SUPERVISES: N/A

JOB FUNCTION: To help ensure that the district provides eligible children with a quality age and developmentally appropriate early childhood program.

DUTIES AND RESPONSIBILITIES:

- Serves as a resource and support to the staff assigned to Early Start
- Helps coordinate the scheduling of related services, i.e. medical check-ups and educational screenings/evaluations
- Assists in planning, development and implementation of professional development activities
- Provides and secures needed expertise in related services areas
- Assists the Director in ensuring that the Early Start staff provides an individually designed curriculum in an inviting atmosphere to meet the age appropriate and developmental needs of participating students
- Assists in planning transition activities
- Assists with pre-registration and public relations activities
- Assists with coordination of major related services, i.e. transportation, food service, health
- Assists in the effective and efficient implementation of a quality developmentally appropriate program through continuous research and curriculum development

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DUTIES AND RESPONSIBILITIES (CONT.):

- Assists in the selection, procurement and distribution of appropriate materials and equipment
- Helps coordinate parenting seminars with an emphasis on family empowerment and regular and meaningful school/home interaction
- Helps ensure that each preschool classroom evidences through displays, pictures, posters and materials the diversity of the Fayette County Public Schools and the Lexington-Fayette County community
- Assists with collaboration/joint recruitment effort with local Head Start grantee
- Helps develop necessary forms
- Assists with maintenance of records
- Serves as a member of ARC committee regarding placement/ services for special needs students
- Assists the Early Childhood Director in all phases of the Early Start Program as assigned
- Maintains regular attendance
- Performs other duties as assigned

PHYSICAL DEMANDS:

- Work is performed while standing, sitting and/or walking
- Requires the ability to communicate effectively using speech, vision and hearing
- Requires the use of hands for simple grasping and fine manipulations
- Requires bending, squatting, crawling, climbing, reaching
- Requires the ability to lift, carry, push or pull light weights

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EDUCATION AND EXPERIENCE:

- Master's Degree in Early Childhood Education, Child Development, or Early Childhood Special Education
- Minimum of five (5) years successful preschool or early childhood teaching experience.

LICENSES AND OTHER REQUIREMENTS:

- Valid Kentucky Teaching Certification for Elementary Education with Kindergarten Endorsement
- Supervisor of Instruction or Consultant Certification

Original Date: 10/1993

Revision Date: 04/1995

Revision Date: 07/1995

Revision Date: 07/2012