

JOB DESCRIPTION: PreK/FOCUS Coordinator

GENERAL DESCRIPTION: The PreK/FOCUS Coordinator works cooperatively with the GMS admin and faculty team to ensure compliance with the NM PreK program and FOCUS TQRIS system. They also provide on the ground support for classroom staff, parents and students

REPORTS TO: School Director

DUTIES:

Program Compliance

- A. NM PreK:** Ensure that GMS meets or exceeds all PreK program requirements
 - Complete all required PreK trainings
 - Work with NM PreK Consultant to understand scope of work, requirements, and deadlines
 - Meet with guides regularly to support AODCP process
 - Help coordinate and ensure all staff completes required PreK trainings
 - Ensure all administrative reporting requirements are met
 - Ensure that PreK grant renewals are complete and submitted in a timely manner
- B. FOCUS TQRIS:** Ensure that GMS meets or exceeds all requirements for maintaining FOCUS 5 star rating
 - Oversee documentation and record keeping
 - Ensure that regular verification is scheduled as required by ECECD

Program Support- *Help create and maintain systems that support the ultimate success of students and classroom staff, support parent education and outreach*

- C. General Support:**
 - Oversee sign in and sign out
 - Help with first aid and documentation
- D. Classroom Support:**
 - Step in to the classrooms and supervise on the playground as needed
 - Observe regularly in each classroom
- E. Staff support:**
 - Help identify areas of support and professional development
 - Support documentation, assessment, referrals, and parent communication
- F. Student support:**
 - Help implement Child Study process
 - Investigate and facilitate appropriate supports and interventions
- G. Parent Communication and Outreach:**
 - Work with admin team to provide meaningful and inclusive parent education and outreach

Other Duties as needed and/or requested by the school director

Hours of Employment: This position ranges between 20-30 hours per week, hours TBD based on availability. Schedule will be determined collaboratively with school director and admin team.

1. WORK HOURS: TBD
2. HOLIDAYS AND VACATIONS: Holidays and school vacations are those days when school is not in session and students are not in attendance. The FOCUS/PreK Coordinator is not required to work on holidays, and only during vacations in as much as necessary to complete critical tasks and functions.

Required Qualifications

- Minimum of High School Diploma
- Demonstrated experience in education
- Excellent oral and written communication skills
- Strong organizational skills
- Ability to manage multiple projects
- Valid driver's license
- Current CPR/First Aid certification
- Willingness and capacity to complete required ECECD online training courses

Preferred Qualifications

- Experience managing/tracking grants
- Experience in nonprofit sector and/or early childhood education