

JOB DESCRIPTION

GROUP XII

JOB TITLE ECFE Coordinator	DEPARTMENT/SECTION Community Education
TITLE OF IMMEDIATE SUPERVISOR Community Education Director	
JOB SUMMARY Responsible for organizing, implementing, and evaluating ROCORI's Early Childhood Family Education Program.	
TASK NO.	DESCRIPTION
1.	Work with the ROCORI ECFE Advisory Committee to determine community needs and interests for parent/child classes and activities.
2.	Develop a schedule of ECFE classes and activities.
3.	Prepare ECFE class and activity descriptions for publication in the Community Education brochure or other advertising methods.
4.	Attend meetings and workshops necessary for the maintenance and growth of the ECFE program.
5.	Establish and develop collaborative effort with other preschool or parenting programs.
6.	Evaluate the ECFE program and make recommendations for improvements in design, impact, and effectiveness.
7.	Work closely with Parent Educator and Early Childhood teachers to develop and implement class curriculum for different age groups.
8.	Provide training opportunities and supervision of early childhood staff.
9.	Act as a liaison and communicate with the Community Education Director regarding ECFE staff, program guidelines, procedures, goals, and objectives.
10.	Makes recommendations to the Community Education Director on hiring of ECFE staff.
11.	Makes recommendations on the purchase of curriculum materials, class supplies, and classroom equipment.
12.	Instruct part of the ECFE program (Parent Educator or Early Childhood Teacher).
13.	Prepare local and state reports for the ECFE program.
14.	Other duties as assigned and appropriate for ROCORI's ECFE program.

APPROVED BOARD OF EDUCATION: 3/22/99

APPROVED ON BEHALF OF JOB EVALUATION COMMITTEE