



Colorado Preschool Program Coordinator: Job Description

Qualifications:

- Degree in Early Childhood Education or equivalent

Act as Liaison to Colorado Department of Education:

- Submit annual Reapplication and Annual Report in the spring
- Attend CPP Regional Meetings
- Coordinate technical assistance/monitoring visits from CDE
- Respond to requests for information from CDE

Act as Liaison to School District:

- Report to school board, school administrators, and other personnel
- Coordinate an accurate reporting of October count
- Coordinate an accurate reporting of CPP funding
- Coordinate the development of transition plans to kindergarten
- Coordinate with contracting organizations to ensure appropriate qualifications and paperwork for personnel

Facilitate the Work of the District Advisory Council

- Support the superintendent in recruiting members of the district advisory council
- Establish regular meeting times and locations
- Oversee process for monitoring quality in classrooms where children funded by CPP are served
- Work with district advisory council to prepare and annually update the comprehensive plan
- Support the district preschool advisory council in facilitating an RFP process in the community at least once every two years

Ensure Family Partnering and Support

- Ensure families sign parent involvement partnering agreement
- Identify family support services
- Facilitate family partnering and support activities

Study, Document, and Report Program Effectiveness

- Support valid and reliable Results Matter implementation in all classrooms serving children funded by CPP
- Track children's progress through elementary school
- Support the district preschool advisory council in administering parent satisfaction surveys