DOWN EAST PARTNERSHIP FOR CHILDREN

**POSITION:** **Ready Schools Coordinator**

**REPORTS TO:** **Research and Evaluation Director**

**CLASSIFICATION:** **Non-exempt**

**HOURS PER WEEK:** **40**

**DATE:** **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

#### APPROVED: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Executive Director

**PRIMARY PURPOSE:**

# Coordinate and support the development and implementation of the Ready Schools Initiative with a specialized focus on strengthening school and community partnerships, family involvement, high quality early learning through building transition and engaging environments that focus on children being ready to learn, 365 days, inside and out of school. The Ready Schools Initiative supports both school systems and strives to align efforts with state policy initiatives.

**ABILITIES NEEDED:**

* Leadership skills
* Process management skills
* Coaching, training, and facilitation skills
* Creatively solve problems and manage multiple tasks
* Work independently and as part of a team
* Work collaboratively with diverse stakeholders
* Excellent verbal and written communication skills
* Proficient in computer skills and budgeting skills

**WORK EXPERIENCE/REQUIREMENTS:**

* 3-5 years public school leadership experience or equivalent experience
* 3 years early childhood and/or public education experience
* Experience implementing parent participation activities
* Experience coaching and/or training adults
* Experience in School assessment, planning, facilitating meetings
* Meeting facilitation experience
* Valid Driver’s License

# **ESSENTIAL RESPONSIBILITIES:**

Ready Schools Process

* Guide Ready Schools process on an annual basis:
  + Coaching and technical assistance to support schools with building and strengthening parent/community engagement, and learning environments year-round.
  + Development and implementation of Ready Schools work plan and evaluation of outcomes.
  + Attendance at school events, programs, etc. to help facilitate/support School-Community initiatives.
  + Share Ready Schools best practices.
* Support inclusion of School Improvement Plan strategies in early literacy/transition activities.
* Ensure program/contract policies and procedures are completed and followed.
* Review and assess Ready Schools strategies and alignment with DEPC Strategic Plan.
* Work with Ready Communities and Healthy Kids Collaborative in planning and implementing strategies.

Transition to School

* Work with the Community Collaborative staff and Pre-K Coordinator to lead Transition Alignment Committee.
* Work with school system transition staff in the development, implementation, maintenance, and coordination of district level transition plans.
* Support transition staff in the development, implementation, maintenance, and coordination of transition plans at individual schools.
* Work with Ready Communities and Family First to promote school readiness and transition to kindergarten.

Health

* Provide support for Snap Ed initiatives such as Culture of Health and Summer Feeding/Summer Learning.
* Provide support for expanding Culture Of health model to other elementary schools.

Ready Schools System and State Support

* Act as a liaison between the two local school systems and DEPC
* Encourage system-wide support of Ready School Initiatives through events, flyers, and social media posts.
* Support coordination of early literacy initiatives such as Dolly Parton Imagination Library, etc..

Community Collaborative Committee

* Help facilitate the Community Collaborative Committee to—
  + Build support for the Ready Schools initiative.
  + Provide ongoing information about Ready Schools and priorities: early literacy, school readiness, transition, and summer feeding/summer learning
  + Encourage active, community-school support.

Other

* Participate in DEPC grants management team as needed to develop funding proposals.
* Assist with writing and/or editing reports as requested by funding sources.
* Monitor and develop budgets.
* Attend local, state, and national meetings and conferences related to Ready Schools.
* Attend DEPC staff meetings/retreat (may be held out of town), R&D team meetings/retreat , and the DEPC Board Meetings as needed.
* Report to the Research & Development Director for day-to-day activities.
* Fulfill all other duties assigned as deemed appropriate by the Executive Director and the Research & Development Director.

**EDUCATION:**

* A bachelor’s degree in education or related field. Master’s degree preferred.