**Position Title:**

Pre-K Coordinator

**Reports to:**

Pre-K Specialist

**Location:**

Achievement Schools - Central Office

Memphis, Tennessee

**About the Achievement School District:**

In January 2010, Tennessee passed the First to the Top Act, a sweeping reform of the state’s education policy that was the cornerstone of its successful Race to the Top application. The Act created the Achievement School District (ASD), a state-run education authority with the power to directly run eligible schools and to authorize charter management organizations to operate schools. The ASD was charged with enacting bold reforms to drive transformational results for students zoned to attend or attending Priority schools. In doing so, the ASD acts as an operator of schools (the directly managed “Achievement Schools” clustered in the Frayser neighborhood in Memphis), authorizes non-profit partners, and works as a catalyst for state-wide school improvement through increased focus on Priority schools and improved student outcomes. The vision of the ASD is for all students in Priority schools to be prepared for success in education, career, and citizenship after high school. In support of this vision, our mission is to fight for justice for Priority school students by committing to excellence, equity, and community in their schools and lives.

**Position Overview:**

Provides support to the Early Childhood Management staff by performing monitoring and compliance observations and administrative services for the Pre-K/Head Start functional area of the Early Childhood Department. Assists management with administrative tasks such as tracking and compiling information of interest, child outcomes, and compliance related performance standards for Head Start and voluntary Pre/k. Supervises assigned monitoring staff for compliance.

**Specific Position Responsibilities:**

* Provides administrative support for the Pre-K Specialist and the program consisting of reports, child outcome analysis.
* Assists in providing oversight in the monitoring of services provided by major service contractors and ensures compliance of services with the Head Start and other Early Childhood Performance Standards and/or regulations.
* Identifies issues or problems and seeks alternative solutions consistent with applicable regulations. Assists compliance team in monitoring program areas for adherence to Head Start and Eligibility Recruitment Selection Enrollment and Attendance (ERSEA) performance standards.
* Prepares analysis between local children outcomes with national statistics. Analyzes gains of children participating in various early childhood options-based assessment scores, pre, mid-year and post.
* Plans and coordinates annual program self-assessment.
* Assists in the development and implementation of Early Childhood program goals, objectives, action plan, policies and procedures. Identifies new program development areas and participates in the development of proposals to secure additional funds and programs. Develop new data gathering instruments and conducts evaluations of existing tools.
* Conducts scheduled meetings regarding Head Start center monitoring to ensure required Head Start Program Performance Standards and compliance are met.
* Develops, implements, and monitors program area plan for Early Childhood Education on needs and activities and submit to Head Start Director and Early Childhood Director. This position ensures that program plan standards are met.
* Ensures Early Childhood Education meets the mandated requirements for children enrolled with disabilities through staff review and assessment of children.
* Oversees project to seek outside persons to assess the condition of the entire Early Childhood program (e.g., to see if teachers are qualified, if staff has necessary equipment to perform job, and to see if mandates are met, etc.)

**Qualifications:**

* Bachelor’s Degree from an accredited university; Master’s degree in Education from accredited university, highly preferred.
* Preferably 4 or more years of teaching experience
* Preferably experience with management of state compliance systems

**Salary and Benefits:**

Salary: up to $60,000. In addition, a [comprehensive benefits package](https://www.tn.gov/hr/employees1/benefits.html) is included.

**To Apply:**

Please submit a cover letter, resume, contact information for three professional references, and two writing samples – preferably a sample of a memo and a presentation you have created to lsettle@tnasd.org.

*Pursuant to the State of Tennessee's policy of non-discrimination, the Achievement School District does not discriminate on the basis of race, sex, religion, color, national or ethnic origin, sexual orientation, age, disability, or military services in its policies, or in the admission of, access to, treatment, or employment in its programs, services, or activities.*