



Kalkaska Public Schools

Posting / Employment Opportunity

May 2, 2025

Job Summary

The Early Childhood Specialist (ECS) is the catalyst for continuous quality improvement for each preschool classroom. Specialized knowledge is needed to fulfill this role, as well as time allotted to devote to the process of observing and evaluating the program, and supporting classroom staff to meet the goals set for the program and the children. The ECS must have a graduate degree in early childhood education or child development, five or more years of relevant job experience, and specific professional development. The ECS must have or acquire knowledge of the Early Childhood Standards of Quality for Pre-K (ECSQ-PK), the Classroom Assessment Scoring System (CLASS), and have formal training in the selected curriculum and child assessment tool of the grantee.

Qualifications

- Master's Degree in Early Childhood Education or Child Development
- Educational background and experience in early childhood including initiatives, evidence-based practices, research, evaluation, standards and outcomes, and assessment
- Strong communication skills

Evaluation

Performance will be evaluated by the Early Childhood Director.

Primary Duties & Responsibilities

1. Work collaboratively with teaching staff, other instructional staff, administrators, community members, and any relevant service providers;
2. Conduct trainings, observations and provide coaching and feedback to all assigned teaching staff;
3. Train and support teachers in the delivery of all program components and services, including but not limited to:
 - a. Administering individual child, family, and program assessments
 - b. Compiling data, and portfolio evidence of progress/change
 - c. Conducting required home visits, parent-teacher conferences, and an active parent involvement component
 - d. Providing a developmental curriculum in compliance with the Standards of quality for Pre-Kindergarten and the Michigan Department of Education (MDE)
 - e. Evaluating children's progress in physical development, cognition, early literacy, social-emotional development, and other school readiness domains
 - f. Evaluating parent's progress in their involvement with the school and the education of their child
 - g. Evaluating program progress in meeting high quality standards
4. Conduct the CLASS and develop plans with teaching teams to increase quality focused on continual child, parent and program progress;



5. Lead district and/or county level Multi-tiered System of Support meetings including data review, child and system level problem solving, and alignment w/ PreK and K-12 language and practices;
6. Assist classrooms and systems with challenging behavior including convening stakeholders to create and implement behavior supports that are developmentally appropriate;
7. Provide professional development training for staff, administrators, and school personnel through presentations, study groups and in-class coaching;
8. Support parents and community advisory committees and participation groups;
9. Coordinate with Great Start to Quality Resource Center staff with the online rating system;
10. Assist in community early childhood activities that support school readiness opportunities and transition;
11. All other tasks deemed necessary to ensure the goals and objectives of GSRP are successfully met;
12. Possess the ability to prioritize, schedule, and plan for independent work related to all aspects of the position;
13. All other duties as assigned by the Supervisor for Early Childhood.

Compensation

Salary commensurate with experience and qualifications. Full benefit package. 202 annual work days.

Deadline

3 p.m. on May 8, 2025 or until filled.

Application Process

Persons interested in this position should submit letters of interest, resume, credentials/certification and list of references in **ONE PDF** document to: jobs@kpschools.com.

Please direct questions to Rick Heitmeyer at e-mail rheimeyer@kpschools.com. Visit our website at www.kpschools.com for additional information about Kalkaska Public Schools.

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The following person is designated to handle inquiries regarding the non-discrimination policies of the District or to address any complaint of discrimination: Superintendent, Kalkaska Public Schools, 315 S. Coral, Kalkaska, MI 49646; 231-258-9109