UPK Coordinator Position Description:

- Attend regional UPK meetings and share information with UPK staff and administrators
- Visit classrooms for both out-of-district and in-district providers in order to mentor, coach, and support staff development initiatives
- Act as a liaison for out-of-district providers
- Support grant reporting and any other information that is required from the district by the state
- Coordinate UPK information and registration meetings for families
- Coordinate class lists and student placement in UPK
- Arrange advertisement of UPK registration
- Liaison between families and UPK programs
- Serve on committees as appropriate
- Provide UPK teachers with assistance in implementing curricular changes as they occur including creating and revising curriculum maps and assessments
- Provide leadership and/or facilitation of curricular initiatives
- Assist in analyzing and interpreting data to make informed curricular decisions
- Assist with the development of the UPK budget
- Serve in a train-the-trainer capacity with UPK members as requested
- Meet with principals on a regular basis to share and gather information
- Includes work during the summer as needed