

# School Readiness Coordinator

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## Overview

The Alabama Department of Early Education's Office of School Readiness defines "school readiness" as a condition whereby children enter school with:

- an enthusiasm for learning
- an ability to function in a social setting
- age-appropriate communication and problem-solving skills
- age-appropriate physical and emotional skills, and
- optimal health

## Primary Focus

The School Readiness Coordinator is responsible for implementing and executing the major goals and objectives to ensure that children in Walker County are ready for school.

## Walker County School Readiness Network

The Walker County School Readiness Network consists of these areas of focus:

Early Education opportunities in Walker County

First Class Pre-K

Early Head Start

Head Start

Parent Education

Children 0-4

## Coordinator Responsibilities

Casts the vision and secures engagement from community partners

Oversees the scheduling of committee meetings, notifying members of meeting times and recording minutes at meetings

Assigns duties to Network members and following up as needed

- Becomes an expert in knowledge of the First-Class Pre-K and other early learning grant opportunities and requirements
- Serves as a liaison between the Children's Policy Council, Walker Area Community Foundation, United Way of Central Alabama, the Alabama School Readiness Alliance, the Secretary of the Department of Early Childhood Education, boards of education, and community partners
- Works to engage private early learning centers in the First-Class Pre-K process, Head Start opportunities, trainings, connections, and resources with the Department of Human Resources
- Invites community partners to learn more about the program

- Coach applying organizations as needed in application development and the gathering of resources needed to provide in-kind match
- Publicize early education opportunities with businesses

#### Parent Education

- Develop a media/public relations campaign to educate parents on the importance of early education
- Formulate and execute a plan to meet with groups of parents in each community that is a “hotspot” for needed access.
- Investigate what barriers there are to early learning development and work with Children’s Policy Council and communities to craft solutions for these issues.

#### Children 0-4

- Work with HIPPY, Baby T.A.L.K., Pre-K programs, Early Head Start, Head Start and other organizations who focus on the age of 0-4 to encourage learning

#### Qualifications

Bachelor’s degree or equivalent years of experience in management

Ability to work with a diverse group of people

Excellent interpersonal skills

Knowledge of the community, individuals, businesses, and organizations

Early Childhood Education background would be favored

Resume should be sent to P.O. Box 3493, Jasper, AL 35502 or [walkercpc64@gmail.com](mailto:walkercpc64@gmail.com).