
BOARD AGENDA ITEM

Information/Discussion _____

Future Action _____

Action ____X____

Item: Addition of two Early Childhood Specialist for GSRP

Submitted by: Ashley Karsten

Date: ____5/8/2025____

Recommended by: Jenny Fee

Board Meeting Date: ____5/19/2025____

RECOMMENDATION:

As pre-k for all expands in Kent County, we plan to open at least 30 additional GSRP classrooms. It is recommended that the board approve the hire of two additional Early Childhood Specialist to support with classroom coaching, monitoring, assessment, and support.

BACKGROUND:

Under the Great Start Readiness Program grant it is mandatory that each classroom that receives funding is also provided coaching support through an Early Childhood Specialist. Early Childhood Specialists at Kent ISD generally carry a caseload of about 15 classrooms. Early Childhood Specialists provide instructional, behavioral, and family support to the staff and classroom, in order to ensure high quality instruction and success for all children. Early Childhood Specialists work a 200-day contract. This additional position is supported by the current budget under the Great Start Readiness Program grant.

Early Childhood Specialist- GREAT START READINESS PROGRAM (GSRP)

Title: GSRP Supervisor

Kent ISD

Multiple Program Sites

Salary Position – Non-Union Professional: Grade 5

Full-Time, 200 Days

Reports To: Director of Early Childhood

Positions Supervised: none

Broad Summary Statement of General Responsibilities:

Ensure the implementation of high-quality preschool programs and compliance of the Great Start Readiness Program across Kent County programs through regular, ongoing classroom support to GSRP classroom staff.

Minimum Job Qualifications:

1. Master's Degree in Early Childhood, plus minimum five (5) years' experience in early childhood
2. teaching/coaching/administration
3. Demonstrated knowledge of best practices for preschool curriculum, instruction and programing
4. Ability to plan and facilitate professional development for adult learners
5. Experience with Connect4Learning, COR, CLASS, Ages and Stages and other early childhood assessments.
6. Requires high level of communication and interpersonal skills to interact effectively
7. with teachers, administrators, peers, constituent district staff and the general public.
8. Ability to meet deadlines, strong attention details, to effective time management,
9. prioritize and work independently and cooperatively as well as schedule and produce
10. work in a timely manner
11. Continual learning and practice that reflects the latest research in the early childhood field.
12. Commitment to equity, social justice and inclusion in all practices and position responsibilities.
13. Advocacy of the importance of Early Childhood Education and advancement of the profession of Early Childhood Education.
14. Self-motivated team player who is able to mutli-task and prioritize.
15. Strong problem-solving skills with an ability to investigate and respond to concerns
16. Must be able to maintain flexible scheduling for workshops and conferences and to make related travel arrangements.

Specific Duties & Responsibilities:

1. Partner with teaching teams to ensure grant compliance, fidelity to curriculum, and a high-quality preschool experience for children.
2. Observe and provide both written and verbal feedback to teaching teams on an ongoing basis.
3. Provide monthly coaching to teaching teams, based on the professional growth plan, which may include offering support by observing to provide feedback on techniques or interactions, modeling strategies with children, attending home visits/conferences, offering classroom or professional learning resources, meeting with teaching teams to discuss feedback, strengths and needs, plans, etc.
4. Monitor quantity and quality of evidence entered into the child assessment tool by each teaching team. Support the continuous analysis of child progress to inform parent partnerships and teaching through lesson planning for meaningful, intentional whole group instruction, as well as respond to small group and individual child needs.
5. Plan, facilitate, and/or engage in early childhood Professional Learning Committees (PLCs), Professional Development (PD), and other training experiences for childhood program staff based on identified needs.
6. Partner with teachers, families, and auxiliary staff to provide appropriate and research-based behavior support.
7. Liaison between Kent ISD, local school districts, Community Based Organizations and early childhood community stakeholders.
8. Provide or assist in training or professional development
9. Support local school districts with Great Start Readiness Programing, recruitment, and data
10. Provide assistance with LARA Licensing, MiRegistry, and Professional Learning for each Great Start Readiness Program classroom.
11. Complete and submit accurate compliance reporting as required by grants, state or other requirements
12. Attend and/or serve on pertinent committees at the county, regional and/or state level, as approved
13. Comply with applicable school policy, regulations and laws.
14. Regularly attends all (types of meetings), as required
15. Maintain regular and consistent employee attendance
16. Perform other duties and responsibilities as assigned

The above is intended to describe the general content of and requirements for the performance of this position. It is not to be construed as an exhaustive statement of duties, responsibilities or requirements. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Alternative requirements that may be appropriate and acceptable to the School Board may be considered. The requirements listed above are representative of the knowledge, skill and/or ability required. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

Posting Dates:

Distribution: External & Internal

To Apply: Kent Intermediate School District manages employment applications online. No hardcopy applications/resumes will be accepted for this position.

- Applications must be completed online at www.jobs.kentisd.org

The final candidate for this position will be required (at their cost) to furnish Kent Intermediate School District with a current Michigan State Police and FBI criminal records LiveScan check prior to our recommendation to hire.

It is the policy of the Kent ISD School Board that no student, staff member or candidate for any position in the District shall be discriminated against on the basis of race, color, national origin, creed, ancestry, age, gender/sex, gender orientation, sexual orientation, marital status, height, weight, veteran status, political belief or physical/mental disability which does not impair their ability to perform adequately in the individual's particular position or activity, excluded from participation in, denied the benefit of, or to be subjected to discrimination in any program or activity for which the Kent ISD School Board is responsible for or receives financial assistance from the U.S. Department of Education.