

State Coordinator(s) Position Description

This position description is provided to help states consider the skills and dispositions needed by state-level personnel responsible for supporting the evidence-based practices (EBPs) implementation, scale-up, and sustainability efforts. The functions are reflective of at least one full-time position that could be considered two half-time positions (e.g. one for Program Coach and implementation site support; and one for supporting the work of the State Leadership Team). One full-time position may be able to conduct the early work of the initiative but as the state expands the initiative statewide, more than one-full time position will be needed.

These suggestions reflect the experiences of the states that have worked with the ECTA Recommended Practices implementation initiative, TACSEI and CSEFEL as well as the staff that provided the T/TA to those states.

Position Description

The primary purposes of the role of the Coordinator are to: 1) facilitate and support the work of the State Leadership Team; 2) coordinate and support the work of the professional development network including program coaches and the implementation and demonstration sites; 3) provide day-to-day management of the initiative, and, 4) be the primary contact for the initiative.

Duties related to the support and facilitation of the State Leadership Team include: planning and facilitating monthly meetings of the team, preparing materials for the team, providing summaries and evaluation of meetings, and facilitating the policy and systems development of the team.

Second, the Coordinator facilitates training events, supports the work of the professional development network as they provide training and program coaching, and coordinates and supports implementation and demonstration sites. These activities include but are not limited to coordinating training; providing information and resources to professional development network members and to sites; facilitating on-going communication among professional development members and sites; and serving as a liaison among network members, and the State Leadership Team.

Third, the Coordinator manages the day-to-day work of the initiative and, in collaboration with the State Leadership Team, facilitates the evaluation of all of the components of the initiative: State Leadership Team, professional development network, and implementation and demonstration sites. These duties include, but are not limited to, working with the State Leadership Team to develop appropriate evaluation procedures, gather data, analyze and summarize data, and prepare reports.

Knowledge, Training, and Experience

- Minimum of bachelor's degree, master's degree preferred, in early childhood education, early childhood special education, or closely related field
- Experience in early childhood education settings
- Experience with training and coaching
- Experience with project coordination
- Experience with evaluation and data collection
- Knowledge of policies and systems that affect early childhood services

- Experience with Excel, word processing, desk-top publishing, and presentation software
- Knowledge of effective adult learning and professional development strategies
- Knowledge of effective collaboration strategies including effective meeting strategies
- Disposition
 - Excellent verbal and written communication skills
 - Works well with others and as a team member
 - Able to:
 - balance multiple projects
 - set priorities
 - organize work
 - work independently
 - meet timelines
 - produce accurate and effective reports

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This document can be found at:
<http://ectacenter.org/sig>

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