

PUTNAM COUNTY SCHOOL DISTRICT

Job Description

Job Title: Supervisor/Coordinator, Early Childhood Education **Job Code:** 63076
Job Classification: 05 Instructional Managers **EEO Line:** 08
Job Class Category: E Managers **Job Description Supplement Code:** 5
Reports to: Department Director, Elementary Education **Salary Locator:** Instructional Schedule

SUMMARY:

To coordinate services among all PCSD early childhood programs including First Start, Even Start, Title I, Pre-kindergarten, Voluntary Pre-Kindergarten, Pre-K ESE, Migrant Preschool Education, and other early childhood community outreach programs. To provide support and assistance to principals and staff in all early childhood programs, Pre-kindergarten, kindergarten and first grade.

QUALIFICATIONS:

- (1) Bachelor's Degree from an accredited university, Master's degree preferred
- (2) Valid Florida Educator's Certificate with required Early Childhood
- (3) Five (5) years successful teaching experience
- (4) Highly qualified as per NCLB guidelines
- (5) Satisfactory criminal background check
- (6) ESOL Endorsement/Certification preferred

*Reasonable accommodations may be made to enable individuals with disabilities, who are otherwise qualified, to perform the essential functions.

KNOWLEDGE, SKILLS, COMPETENCIES AND ABILITIES: To perform the job successfully, an individual should demonstrate the competencies:

- (1) Ability to read and interpret documents such as policies and procedure manuals. Follow directions and apply common sense understanding to carry out instructions furnished in written, oral or diagram form.
- (2) To perform this job successfully, an individual should have knowledge of current Human Resources leave system and Skyward inventory system (if applicable) or be willing to learn new technology practices.
- (3) Ability to utilize technology in facilitating instruction
- (4) Knowledge of early childhood curriculum, theory and practice, early brain development and learning, national and state standards, national, state and local organizations and support services.
- (5) Ability to work and communicate effectively with people and communicate effectively with strong writing skills
- (6) Ability to interpret State Board rules and School Board Policy
- (7) Knowledge in working with low income preschool children and their families
- (8) Knowledge in providing in-service training activities
- (9) Willingness to work with others and respond constructively to feedback; work collaboratively with colleagues
- (10) Ability to demonstrate in-class assessments to shape lessons and drive instruction
- (11) Ability to demonstrate 100% engagement in a classroom of scholars and demonstrate behavior management strategies to classroom teachers and set and maintain clear expectations
- (12) Proven record of achievement as evidenced by student work, learning and data
- (13) Ability to adjust tasks and schedule to changed priorities

PERFORMANCE RESPONSIBILITIES:

- (1) Serve as a role model for students, dressing and grooming professionally, demonstrating the importance and relevance of learning, accepting responsibility, and demonstrating pride in the honorable profession of teaching.
- (2) Manifests a professional code of ethics and values
- (3) Assists pre-kindergarten associates
- (4) Assists with screening applications for participation in the district pre-kindergarten early intervention program
- (5) Models the routine, intentional and effective use of technology in daily work, including communications, organization and management tasks

- (6) Develop and provide early childhood education services identified as necessary for districtwide consistency, standardization and excellence.
- (7) Plan and direct a system of feedback and assessment of Early Childhood programs to determine its responsiveness to the district and learning communities' needs.
- (8) Provide expertise, training and support services, to schools to help them achieve district priorities as they relate to his/her unit.
- (9) Work with PCSD staff to develop plans and accountability systems to provide high-quality early childhood programs including curriculum, staff development and family outreach.
- (10) Establish and maintain a liaison with local agencies for funding and collaboration in projects.
- (11) Assist with the development of a system of feedback and assessment of early childhood services to determine their effectiveness.
- (12) Coordinate the purchase of materials and supplies to establish and maintain the highest quality early childhood classrooms and services.
- (13) Maintain reports to state Department of Education and the state Early Childhood Office.
- (14) Keep the Director of Elementary Education informed of current critical issues and incidents about which they should be aware.
- (15) Responsible for self-development and keeping up to date on current research, trends and best practices relevant to the area of responsibility.
- (16) Use effective presentation skills when employing direct instruction, including appropriate vocabulary and examples, clear and legible visuals, and articulate and audible speech.
- (17) Provide individual and small-group instruction to adapt the curriculum to the needs of students with varying intellectual and artistic abilities, and to accommodate a variety of instructional activities
- (18) Provide in-service on developmentally appropriate practices for pre-kindergarten programs
- (19) Complete in a timely fashion all records and reports as required by law and regulation or requested by the administration. Maintain accurate records.
- (20) Work cooperatively with adults to whom you are assigned (e.g., paraprofessionals, student teachers, parents, and volunteers), establishing clear expectations for roles and responsibilities.
- (21) Maintain positive, cooperative, and mutually supportive relationships with the administration, instructional staff, students, parents, and representatives of resource agencies within the community.
- (22) Attend required staff meetings and serve, as appropriate, on staff committees.
- (23) Protect confidentiality of records and information gained as part of exercising professional duties and use discretion in sharing such information within legal confines.
- (24) Attends IEP, Section 504, or other related meetings necessary for student assessment and/or compliance with federal and/or state law
- (25) Maintain professional competence through in-service education activities provided by the school and/or in self-selected professional growth activities
- (26) Responsible for keeping up to date on current technology being used by PCSD. With the support of the district, attend training to ensure skill level in various technologies is at the level required to perform in current position.
- (27) Perform any other duties as assigned by Department Director

PHYSICAL REQUIREMENTS:

Light Work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force as frequently as needed to move objects.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the District's approved compensation plan.
Length of the work year and hours of employment shall be those established by the District.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the PCSD Board's policy on evaluation of personnel.

BOARD APPROVAL:

June 16, 2005

Amended: July 15, 2014