

SCHOOL DISTRICT OF GADSDEN COUNTY

JOB DESCRIPTION

PRE-KINDERGARTEN PROGRAM COORDINATOR

QUALIFICATIONS:

- (1) Master's Degree from an accredited educational institution.
- (2) Certification in Administration / Supervision / Educational Leadership or School Principal.
- (3) Minimum of three (3) years successful teaching experience at the pre-kindergarten – grade three (3) level.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of pre-kindergarten programs. Knowledge of current trends and research in area of responsibility, issues related to pre-kindergarten curriculum and instructional techniques, rules, regulations, statutes, policies, special programs and procedures affecting pre-kindergarten programs on a federal, state or local level. Knowledge of and ability to use student database systems. Ability to provide consultation and advice to teachers, parents, principals and District staff on pre-kindergarten programs including policies, procedures, rules, regulations and laws. Ability to organize and conduct meetings, to provide conflict resolution, to communicate, plan and disseminate precise information and interpret technical issues related to pre-kindergarten programs. Ability to interpret and use data in developing plans, programs and proposals. Demonstrate effective skills in written and oral communication. Ability to work cooperatively with school personnel, community and other departments and agencies. Good interpersonal and communication skills. Ability to analyze statistical data for trends and standard performance in various programs and to develop strategies for improvement. Ability to represent the District at state and regional functions. Demonstrate ability to work effectively with teachers, administrators and parents.

REPORTS TO:

Director of Elementary Education

JOB GOAL

To provide leadership in the planning, coordination, implementation and evaluation of pre-kindergarten programs and services designed to best meet the needs of students.

SUPERVISES:

Assigned Support Personnel

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.

PRE-KINDERGARTEN PROGRAM COORDINATOR (Continued)

EVALUATION:

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

Job Description Supplement No. 11

PRE-KINDERGARTEN PROGRAM COORDINATOR (Continued)**PERFORMANCE RESPONSIBILITIES:****Service Delivery**

- * (1) Monitor and maintain accurate and required financial and informational reports and records related to all pre-kindergarten programs to ensure compliance provisions of projects and grants.
- * (2) Establish and maintain financial records for each funded program to ensure adherence to budget requirements and maintenance of records for fiscal compliance.
- * (3) Direct the preparation and submission of reports as required for federal and specially funded programs.
- * (4) Supervise the development, implementation and evaluation of innovative curriculum and instructional techniques provided to students served in pre-kindergarten programs.
- * (5) Review materials and participate in activities designed to develop expertise in the implementation of prescribed pre-kindergarten curricular experiences.

Interagency Communication and Delivery

- * (6) Maintain a working relationship with all appropriate governmental agencies.
- * (7) Use effective communication strategies to interact with a variety of audiences.
- * (8) Respond to inquiries and concerns in a timely manner.
- * (9) Ensure information exchange, coordination of efforts and articulation of programs and services by working closely with school administrators.
- * (10) Participate, as needed, in the recruitment, selection, placement and appraisal of school-based instructional personnel.
- * (11) Participate in community interagency and advisory committees collaboration efforts.
- * (12) Organize registration of students into the pre-kindergarten programs, in conjunction with the diagnostic center, for screening and determining qualifications of children for pre-kindergarten programs.
- * (13) Write and submit annual reports to all appropriate agencies.

Professional Growth and Improvement

- * (14) Assist in the development, implementation and evaluation of staff development activities.
- * (15) Assist in the coordinating and conducting of inservice for the pre-kindergarten teachers, instructional staff and parents of the children.
- * (16) Set high standards and expectations for self and others.
- * (17) Keep up-to-date and well informed about trends and best practices in assigned area.
- * (18) Maintain a network of peer contacts through professional organizations.
- * (19) Promote and support the professional growth of self and others.

Systemic Functions

- * (20) Prepare, submit and monitor the budget for pre-kindergarten.
- * (21) Support the development of key concepts and expected outcomes for all areas of the pre-kindergarten curriculum.
- * (22) Complete, in a timely manner, all required reports for local, state and federal educational agencies.
- * (23) Monitor pre-kindergarten grant-funded program expenditures.
- * (24) Maintain and monitor all required records and files.
- * (25) Supervise assigned personnel, conduct annual performance appraisals and make recommendations for appropriate employment action.
- * (26) Develop positive District / community relations and act as a liaison between the District and community in assigned area.
- * (27) Make and share decisions in a timely manner.
- (28) Perform other duties as assigned. .

Leadership and Strategic Orientation

- * (29) Encourage the establishment of innovative teaching techniques with improvement of learning as the expected outcome.

PRE-KINDERGARTEN PROGRAM COORDINATOR (Continued)

- *(30) Coordinate all program services to provide the most effective program for children.
- *(31) Assist in the coordination and delivery of educational, social, medical, child care and other needs of the pre-kindergarten children in the program.
- *(32) Initiate and oversee social services for families when necessary.
- *(33) Provide supervision for all District staff assigned to pre-kindergarten program functions.

*Essential Performance Responsibilities