

# SCHOOL DISTRICT OF GADSDEN COUNTY

## JOB DESCRIPTION

### PRE-KINDERGARTEN PROGRAM SPECIALIST

#### QUALIFICATIONS:

- (1) Master's Degree in education with specialization in related field (preference).
- (2) Valid teaching certificate required at level of responsibility and in subject area.
- (3) Successful experience providing in-service components.

#### KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of education research, program design, and curricula. Knowledge of principles and techniques applied to program evaluation and contract monitoring. Knowledge of appropriate District policies and Federal and State Statutes. Knowledge of report and record maintenance principles and practices. Demonstrated ability to work with diverse groups, and effectively communicate, both orally and in writing. Knowledge of current computing technologies and software applications appropriate to the position's job responsibilities.

#### REPORTS TO:

Pre-Kindergarten Program Coordinator

#### JOB GOAL

To assist teachers with successful teaching and learning strategies in the classroom setting and assist in providing quality educational programs for students in the Head Start/Pre-K Program.

#### SUPERVISES:

N/A

#### PHYSICAL REQUIREMENTS:

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds 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 Board's policy on evaluation of personnel.

#### Job Description Supplement No. 03

#### PERFORMANCE RESPONSIBILITIES:

##### Planning / Preparation

- \* (1) Established short- and long-range goals on District priorities in curriculum instruction.
- \* (2) Plan and develop curriculum based on current research and best practice.
- \* (3) Select, develop, modify and/or adapt materials and resources which support learning objectives and address student's needs.

**PRE-K PROGRAM SPECIALIST (Continued)****Administrative / Management**

- \* (4) Manage time effectively.
- \* (5) Establish procedures and schedules for the effective delivery of programs and services.
- \* (6) Organize materials and resources for reference and/or distribution.

**Assessment / Evaluation**

- \* (7) Assist teachers in interpreting student assessment data as a basis for instructional decisions.
- \* (8) Interpret and use data, (including but not limited to test results) for planning and evaluation.
- \* (9) Assist teachers in developing and using appropriate assessment strategies to assist in the continuous development of student learning.
- \* (10) Complete VPK Assessment (2 times per year, 3 for POP).

**Monitoring**

- \* (11) Complete Classroom Environment Checklist (at the beginning of the year and in Nov/Dec).
- \* (12) Enter assessment data into ChildPlus database (3 times per year) and generate reports to assist teachers in individualizing with students.
- \* (13) Monitor classrooms and complete an Ongoing Monitoring Checklist weekly (including a lesson plan check and a classroom environment/atmosphere & CLASS check)
- \* (14) Conduct Pre/Post CLASS surveys
- \* (15) Disseminate CLASS informational letter to Site Administrator(s).
- \* (16) Conduct CLASS Information Meeting
- \* (17) Create schedule for CLASS observations
- \* (18) Coordinate with HS Director/Director's Assistant to disseminate CLASS protocols and reports
- \* (19) Update CLASS Data in ChildPlus
- \* (20) Meet monthly with Education Team to outline PBC Strategies to address teaching team challenges observed during the CLASS Observation and during weekly classroom monitoring.
- \* (21) Provide Annual CLASS Progress Report
- \* (22) Maintain Annual Recertification as a CLASS Affiliate Trainer and Observer
- \* (23) Complete CLASS Observations and action plans twice a year.
- \* (24) Provide feedback and guidance to teachers in regards to meeting CLASS goals outlined in action plans using Practice Based Coaching strategies.
- \* (25) Monitor ChildPlus database (weekly) to ensure that all deadlines are being met for assessments, parent conferences, home visits, etc.

**Intervention / Direct Services**

- \* (26) Develop and implement curriculum based on current research and best practices.
- \* (27) Coordinate program design to ensure continuity in Pre-K-12, special and/or regular education.
- \* (28) Collaborate and provide consultant and resource services for District instructional support teams, Principals, and other District personnel.
- \* (29) Plan and facilitate staff meetings with instructional staff and conduct in-service training.
- \* (30) Demonstrate successful teaching and learning strategies in the classroom setting, i.e. coaching, modeling, and assisting.
- \* (31) Assist teachers by providing materials and supplies necessary to implement the Big Day curriculum and to meet Head Start/VPK Standards.
- \* (32) Assists in ensuring that student-teacher ratio guidelines are met by providing assistance in the classroom, i.e., holding classes and relieving missing personnel when there is a shortage of capable individuals.
- \* (33) Assist in the registration process with screening
- \* (34) Complete Annual Program Report
- \* (35) Complete Community Assessment

**Collaboration**

- \* (36) Communicate effectively, orally and in writing, with teachers, administrators and the public.
- \* (37) Interpret instructional programs and goals to District/School personnel and the community.
- \* (38) Collaborate with teachers and other professional in curriculum development special activities, and related initiatives.

**PRE-K PROGRAM SPECIALIST (Continued)****Staff Development**

- \*(39) Design and implement staff development programs for teachers, administrators, and parents needed by the target population.
- \*(40) Participate in staff development programs to increase knowledge, skills and abilities related to assigned responsibilities.
- \*(41) Attend monthly staff meetings
- \*(42) Review current literature and technical sources of information related to responsibilities.
- \*(43) Provide CLASS Observation Training to Existing and Future Education Team Staff
- \*(44) Plan Head Start/Pre-K Summer Academy

**Professional Responsibilities**

- \*(45) Follow adopted policies and procedures in accordance with School Board priorities.
- \*(46) Conduct oneself in the best interest of students in accordance with the highest traditions of public education
- \*(47) Model professional and ethical conduct and adhere at all times to the Code of Ethics Principles of Professional Conduct.
- \*(48) Prepare required reports and maintain all appropriate records.
- (49) Perform other duties as assigned.

**Student Growth / Achievement**

- \*(50) Ensure that student growth / achievement is continuous and appropriate for age group subject area, and/or student program classification.

\* Essential Performance Responsibilities