

SCHOOL DISTRICT OF GADSDEN COUNTY

JOB DESCRIPTION

PRE-KINDERGARTEN EDUCATION / TRAINING COORDINATOR

QUALIFICATIONS:

- (1) Bachelor's Degree from an accredited institution.
- (2) Florida certification in Early Childhood.
- (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 and child development. Knowledge of staff development and adult learning theory. Advanced interpersonal skills. Ability to develop and present training programs. Skill in planning, implementing and evaluating activities. Knowledge of computer use and accompanying skills. Knowledge of current trends and research. Ability to communicate effectively both orally and in writing.

REPORTS TO:

Pre-Kindergarten Program Coordinator

JOB GOAL

To develop, produce, locate and deliver professional development services and opportunities which are consistent with and supportive of the District's vision and mission for 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.

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 EDUCATION / TRAINING COORDINATOR (Continued)**PERFORMANCE RESPONSIBILITIES:****Planning / Preparation**

- * (1) Oversee the development and maintenance of a master calendar for all pre-kindergarten staff development activities.
- * (2) Establish goals and objectives for training programs and projects related to the District's pre-kindergarten instructional program.
- * (3) Plan and develop inservice programs and activities for teachers, students and families.
- * (4) Establish short- and long-range plans based on pre-kindergarten student needs, District, state and federal requirements.

Administrative / Management

- * (5) Manage the process of budgeting for resources to meet identified pre-kindergarten training needs and plans.
- * (6) Assist in the development of administrative guidelines for pre-kindergarten staff development.
- * (7) Assist in the development of policies for pre-kindergarten staff development.
- * (8) Assist pre-kindergarten staff in keeping up-to-date and well-informed about issues and changes in assigned areas of responsibility.
- * (9) Implement, monitor and evaluate the education component of the pre-kindergarten program.

Assessment / Evaluation

- * (10) Establish and implement procedures to periodically evaluate staff development activities and to make modifications as appropriate.
- * (11) Provide leadership for conducting periodic assessment of training needs for pre-kindergarten administrative, instructional, non-instructional and support personnel throughout the District.
- * (12) Access student records on a need-to-know basis and protect their confidentiality.

Intervention / Direct Services

- * (13) Provide assistance to schools and departments in designing, scheduling and delivering appropriate pre-kindergarten staff development activities.
- * (14) Serve as a resource person to personnel concerning professional growth and development and related staff development activities.
- * (15) Select, preview, evaluate and disseminate recent and relevant professional and educational materials.

Collaboration

- * (16) Participate in planning and implementing pre-kindergarten curriculum initiatives to assure inservice support.
- * (17) Collaborate with other pre-kindergarten personnel as scheduled.
- * (18) Collaborate with other departments and divisions.

Staff Development

- * (19) Train staff development deliverers and administrators.
- * (20) Assist teachers with the development of appropriate instructional learning activities that will complement their lesson plans.
- * (21) Promote and support professional development for self and others.
- * (22) Provide instructional staff training in the areas of curriculum, child growth and development, record keeping, student assessment and other related areas.

Professional Responsibilities

- * (23) Use effective communication strategies to interact with a variety of audiences.
- * (24) Set high standards and expectations for self and others.
- * (25) Submit accurate reports in a timely manner and maintain all appropriate records.
- * (26) Keep abreast of latest research relating to pre-kindergarten student needs.
- (27) Perform other duties as assigned.

PRE-KINDERGARTEN EDUCATION / TRAINING COORDINATOR (Continued)**Student Growth / Achievement**

- *(28) Implement pre-kindergarten education / training programs in a manner which ensures that student growth / achievement is continuous and appropriate for age group and / or student program classification.

*Essential Performance Responsibilities