

SEMINOLE COUNTY PUBLIC SCHOOLS, FLORIDA

Position/Job Description

COORDINATOR, Pre-Kindergarten

QUALIFICATIONS

- Master's Degree in Educational Leadership.
- Bachelor's Degree in Elementary Education.
- At least three (3) years of satisfactory teaching experience.

KNOWLEDGE, SKILLS, ABILITIES

- Knowledge of Voluntary Pre-Kindergarten and School Readiness policies and procedures.
- Knowledge of district administrative requirements and practices, including, but not limited to, the hiring and supervising of staff, purchasing, travel, and budgets.
- Knowledge of effective curriculum and best practices in instruction for Pre-Kindergarten and Kindergarten.
- Knowledge of basic computer software and hardware, as related to assigned responsibilities.
- Skill in problem solving.
- Skill in organization and time management.
- Ability to effectively communicate orally and in writing.
- Ability to work cooperatively with personnel and the public.
- Ability to provide leadership to assigned personnel.

SUPERVISION

REPORTS TO Director of Early Learning
SUPERVISES Assigned Pre-Kindergarten Personnel

POSITION GOAL

To administer the Voluntary Pre-Kindergarten and School Readiness Programs for the purpose of providing a literacy-rich environment to prepare children for kindergarten and to ensure compliance with policies and procedures outlined by the Office of Early Learning (OEL) and the Florida Department of Education (FDOE).

PERFORMANCE RESPONSIBILITIES

1. *Hire, supervise, and evaluate facilitators and assistants for Voluntary Pre-Kindergarten (VPK) Program Child Development Associates (CDA), assistants, office staff, and resource teachers, and School Administration Manager.
2. *Oversee school year and summer VPK programs.
3. *Maintain frequent communication with school principals having a Pre-Kindergarten (Pre-K) program on campus.
4. *Ensure that the Pre-K curriculum meets or exceeds required standards and that the assessment results are utilized in making decisions regarding curriculum.
5. *Collaborate with agencies such as Community Coordinated Care for Children (4C), and the Early Learning Coalition of Seminole, and other school districts in areas such as, funding, budget, curriculum, assessment, quality initiatives, and activities related to VPK, School Readiness, and transition into kindergarten.
6. *Collect, analyze and assess data regarding Kindergarten Readiness rates across the district.
7. *Oversee the registration process for all VPK and School Readiness programs.
8. * Attend community outreach events.
9. *Interpret policies and procedures set forth by the FDOE and the OEL and ensure policies and procedures are implemented.
10. *Provide family engagement opportunities.
11. *Provide staff training.

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12. *Oversee monthly budget and attendance reporting.
13. *Conduct weekly visitations to Pre-K sites.
14. *Order classroom books, supplies, etc.
15. *Participate in FDOE sponsored conference calls and/or meetings related to VPK.
16. *Prepare and/or oversee the preparation of all required reports and maintain appropriate records.
17. *Prepare and submit necessary VPK and School Readiness provider paperwork.
18. Perform other duties as assigned by the Director of Early Learning.

**Denotes essential job function/ADA*

EQUIPMENT / MATERIALS

Standard office equipment

PHYSICAL REQUIREMENTS

Sedentary Work Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently to lift, carry, push, pull or move objects. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

PHYSICAL ACTIVITIES

Sitting	Resting with the body supported by the buttocks or thighs.
Standing	Assuming an upright position on the feet particularly for sustained periods of time.
Walking	Moving about on foot to accomplish tasks, particularly for long distances.
Bending	Lowering the body forward from the waist.
Finger Dexterity	Picking, pinching, typing or otherwise working primarily with fingers rather than with the whole hand or arm.
Talking	Expressing or exchanging ideas by means of the spoken word. Those activities in which detailed or important spoken instructions must be conveyed accurately, loudly or quickly.
Visual Acuity	The power to see at a level which allows reading of numbers and text, operation of equipment, inspection of machines, etc.

WORKING CONDITIONS

Indoors/Outdoors The worker is subject to both environmental conditions. Activities occur inside and outside.

TERMS OF EMPLOYMENT

PAY GRADE

AO-10-F \$61,532 - \$94,387

District Salary Schedule
Months 12
Annual Days 258
Weekly Hours 37.5
Annual Hours 1935

POSITION CODES

PeopleSoft Position	TBD
Personnel Category	05
EEO-5 Line	08
Function	TBD
Job Code	1334
Survey Code	63076

FLSA

Applicable
 Not applicable

Previous Board Approval

BOARD APPROVED

July 28, 2015
March 21, 2006

ADA Information Provided by Marjorie Murray
Position Description Prepared by Marjorie Murray