

SEMINOLE COUNTY PUBLIC SCHOOLS, FLORIDA

Position/Job Description

DIRECTOR, Early Learning

QUALIFICATIONS

- Master's Degree in Educational Leadership.
- Bachelor's Degree in Elementary Education.
- Doctorate in Early Learning or Educational Leadership preferred.
- At least three (3) years of satisfactory teaching experience.
- Prior experience with Early Learning programs preferred.

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 Early Learning.
- 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 SUPERVISES Deputy Superintendent, Instructional Excellence and Equity
Assigned Pre-Kindergarten Personnel

POSITION GOAL

To administer the Voluntary Pre-Kindergarten (VPK), School Readiness Programs, Great Start, and any other birth to five programs, for the purpose of providing a literacy-rich environment to prepare children for kindergarten and beyond 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. *Oversee all Early Learning programs and initiatives.
2. *Oversee all associated operational activities, including budgets.
3. *Maintain frequent communication with school principals having a Pre-Kindergarten (Pre-K) program on campus and appropriate Executive Directors.
4. *Serve on appropriate SCPS leadership teams to ensure VPK curriculum and instruction meets or exceeds required standards and aligns with the SCPS strategic plan and initiatives.
5. *Develop and conduct district wide marketing, recruiting, and parent communication for Voluntary Pre-Kindergarten (VPK), School Readiness, Great Start, and other Early Learning initiatives.
6. *Oversee website and social media related to Early Learning initiatives, including VPK and Great Start.
7. *Coordinate and attend community outreach events.
8. *Collaborate with the Foundation for Seminole County Public Schools on projects that support SCPS Early Learning programs.
9. *Network with community agencies, public and private organizations, and businesses to support Early Learning initiatives.
10. * Establish community partnerships to develop resources for promoting Early Learning initiatives.
11. *Participate in communitywide activities that promote quality childcare and early learning.

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12. *Ensure that all recordkeeping is accurate and meets required timelines.
13. *Collaborate with agencies such as Community Coordinated Care for Children (4C) and the Early Learning Coalition of Seminole in areas such as, funding, budget, curriculum, assessment, quality initiatives, and activities related to VPK, School Readiness, and transition into kindergarten.
14. *Serve as the Superintendent's designee on the Board of the Early Learning Coalition of Seminole, attending monthly meetings and serving in leadership roles as requested.
15. *Collaborate with the Extended Day program to provide before and after school care for Pre-K students.
16. *Collect, analyze and assess data regarding Kindergarten Readiness rates across the District.
17. *Ensure policies and procedures set forth by the OEL and the FDOE are implemented.
18. *Provide family engagement opportunities.
19. *Provide staff training.
20. *Oversee monthly budget and attendance reporting.
21. *Conduct visitations to Pre-K sites.
22. *Participate in FDOE sponsored conference calls and/or meetings related to VPK.
23. *Prepare and/or oversee the preparation of all required reports and maintain appropriate records.
24. *Prepare and submit necessary VPK and School Readiness provider paperwork.
25. Perform other duties as assigned by the Deputy Superintendent, Instructional Excellence and Equity.

**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.

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-03-C \$83,036 - \$127,378

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 1352
Survey Code 63076

FLSA

Applicable
 Not applicable

Previous Board Approval

BOARD APPROVED

July 28, 2015

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