

SEMINOLE COUNTY PUBLIC SCHOOLS, FLORIDA

Position/Job Description

DIRECTOR, KidZone and Beyond

QUALIFICATIONS

- Master's Degree in Business Administration, Personnel Management, or business related field.
- Five (5) years of successful administrative experience in education or child care related field.

KNOWLEDGE, SKILLS, ABILITIES

- Knowledge of applicable laws, rules, policies, and procedures.
- Knowledge of District administrative requirements and practices.
- Knowledge of best practices in elementary age appropriate curriculum.
- Knowledge of basic computer software and hardware, as related to assigned responsibilities.
- Ability to effectively communicate orally and in writing.
- Ability to provide leadership to assigned personnel.
- Ability to tolerate high levels of stress.
- Ability to prepare and manage assigned budget and allocated resources.
- Ability to plan, organize, and manage multiple tasks and competing priorities.
- Ability to employ the continuous improvement process for problem solving and managing change.

SUPERVISION

REPORTS TO Executive Director of Elementary Education
SUPERVISES Assigned Personnel

POSITION GOAL

To lead, direct, implement, and monitor the design of the District's KidZone and Beyond initiatives, including before and after care option, enrichment, and summer camp programs which will provide safe, well-supervised before, after, enrichment, and summer programs for students in the District; a cost effective and self-supporting department contributing to the District's monetary goals; and implementation of a daily schedule that promotes student engagement through a literacy-rich environment preparing children for kindergarten and beyond.

PERFORMANCE RESPONSIBILITIES

1. *Direct and manage all operations, functions, programs, and initiatives of the KidZone and Beyond Department and staff consistent with District expected results.
2. *Oversee all associated operational activities, including departmental budgets; attendance reporting; order requisitions for supplies and equipment; and vendor management and negotiation.
3. *Maintain frequent communication with appropriate Executive Directors and principals of schools with a KidZone and Beyond program on campus.
4. *Serve on appropriate SCPS leadership teams to ensure KidZone and Beyond program options meet or exceed customer expectations aligned with the SCPS strategic plan and initiatives.
5. *Develop and conduct District wide marketing, recruiting, and parent communication for KidZone and Beyond.
6. *Oversee website and social media related to KidZone and Beyond.
7. *Create and maintain partnerships with community agencies, public and private organizations, and businesses to promote and support KidZone and Beyond initiatives in areas of funding, budget, quality initiatives, and activities.
8. *Participate in community-wide activities that promote quality childcare activities.
9. *Collaborate with agencies related to KidZone and Beyond and School Readiness, including Community Coordinated Care for Children (4C), and the Early Learning Coalition of Seminole.
10. *Conduct visitations to KidZone and Beyond sites.
11. *Prepare and submit necessary KidZone and Beyond and School Readiness provider documents.

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12. *Develop and implement financial policies and procedures for proper fiscal control and operation of the KidZone and Beyond program.
13. *Monitor dining services snack purchases and distribution at each school from both from fiscal and program perspectives and maintain communication with the Director of Dining Services.
14. *Conduct new hire orientation.
15. *Develop and implement fiscally sound strategies to ensure the department meets its annual revenue goals.
16. *Attend department programs for the purposes of observation, evaluation, and guidance.
17. *Facilitate meetings with program staff to inform, assess programs, and allocate program tasks.
18. *Evaluate program activities through surveys, including evaluation ratings by participants and similar tools.
19. *Keep professional skills and knowledge updated by attending appropriate state, federal, and local workshops and conferences, and serving on committees as requested.
20. *Recommend allocations based upon revenue projections and cost estimates.
21. *Collaborate with District and school personnel to conduct continuous program review, monitoring, issue resolution, and evaluation of the KidZone and Beyond Department.
22. *Direct the coordination, supervision, and evaluation of literacy material selection and curriculum.
23. *Develop and maintain a communications strategy to effectively communicate and educate employees on District policies, safety, and workers' compensation liability and procedures.
24. *Lead the continuous improvement of the department processes and infrastructure.
25. *Provide consultation for staffing and placement of exceptional students.
26. *Oversee and report on all FTE figures and prepare funding and staffing projections to meet program services and department needs for District.
27. Perform other duties as assigned by the Executive Director of Elementary Education.

*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.

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.

Hearing Acuity

The ability to perceive speech and other environmental sounds at normal loudness levels.

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

The worker is subject to inside environmental conditions. There is protection from weather conditions but not necessarily from temperature changes.

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 6300

Job Code 1356

Survey Code 63076

FLSA

Applicable

Not applicable

Previous Board Approval

BOARD APPROVED

May 9, 2017

ADA Information Provided by

Position Description Prepared by

Marian Anderson-Cummings

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