

SEMINOLE COUNTY PUBLIC SCHOOLS, FLORIDA

Position/Job Description

MANAGER, Pre-K Early Intervention

QUALIFICATIONS

- Master's Degree with certification in Primary Education and Administration/Supervision or Educational Leadership
- Three (3) years teaching and two (2) years Administrative experience.

KNOWLEDGE, SKILLS, ABILITIES

SUPERVISION

REPORTS TO Director of Special Projects
SUPERVISES Assigned personnel

POSITION GOAL

The Pre-K Early Intervention Program Manager is a member of the managerial staff of the District, to whom is delegated the administrative responsibility and instructional leadership for planning, implementing and administering the Seminole County Pre-Kindergarten Early Intervention Program.

PERFORMANCE RESPONSIBILITIES

1. * Plan, implement, and direct all aspects of the Pre-Kindergarten Early Intervention Program.
2. * Maintain ongoing communication with the community, related District PreK programs, the Seminole County Coalition for School Readiness, The Florida Partnership for School Readiness, and Early Intervention Staff and parents.
3. * Establish, as appropriate oversee enrollment eligibility for all project students.
4. * Provide an efficient and effective management of human resources, which includes, delegating authority and responsibility clearly and appropriately in accomplishing program goals.
5. * Update and implement the Seminole County PreK Early Intervention program in accordance with state rules and objectives, utilizing input from program staff, the School Board and the Seminole County Coalition for School Readiness.
6. * Plan the District PreK Early Intervention Programs Budget, and distribute funds, supplies, materials and equipment to program sites.
7. * Maintain an accurate report of budget expenditures for the program and submit appropriate reports on program operations to both the School Board and the Coalition.
8. * Assist in the coordination of and/or provide inservice opportunities for administrators, PreK teachers, support staff, and/or parents of project students.
9. * Implement and interpret appropriate program policies and contracts for program sites.
10. * Initiate actions and readily share program responsibility for all aspects of the daily operation of PreK program sites.
11. * Share responsibility for support services/programs that impact Pre-K Early Intervention within the total school district.
12. * Maintain student records and supportive documentation, to include the establishment of longitudinal data for evaluation of the Pre-K Early Intervention Program.
13. * Analyze, interpret and utilize data in program planning, to include a yearly periodic evaluation of the program.
14. * Represent the District in local, state and national meetings.
15. * Effectively communicate, orally and in writing, program information to administrators, instructional and support staff, and program parents.
16. * Interview, select, and evaluate support staff related to the project. Participate in joint-evaluation of PreK instructional/non-instructional as appropriate/requested.
17. * Identify and pursue areas for personal/professional growth.
18. Perform other duties as assigned by the Director of Special Projects.

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EQUIPMENT / MATERIALS

Standard office equipment

PHYSICAL REQUIREMENTS

Medium Work Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.

PHYSICAL ACTIVITY

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

TERMS OF EMPLOYMENT

PAY GRADE
AO-12-G \$52,937 - \$83,341
 District Salary Schedule
 Months 12
 Annual Days 258
 Weekly Hours 37.5
 Annual Hours 1935

POSITION CODES
 PeopleSoft Position
 Personnel Category 12
 EEO-5 Line 43
 Function 6300
 Job Code 1318
 Survey Code 63100

FLSA
 Applicable
 Not applicable Previous Approval Date

BOARD APPROVED
 June 25, 2002

ADA Information Provided by Brenda Griffin
 Position Description Prepared by