

MONROE COUNTY SCHOOLS POSITION DESCRIPTION

Title: Coordinator / Supervisor Early Childhood Education

GENERAL DESCRIPTION

The essential function of the position within the organization is to provide professional leadership in the development, implementation and oversight of the District's Early Childhood programs; Head Start and the Voluntary Pre-Kindergarten (VPK) Program. The Coordinator/Supervisor Early Childhood Education is responsible for assuring all the Head Start and VPK program mandates, standards for excellence are met on a daily basis. This position develops the structure, systems and procedures to facilitate this. In addition to operating responsibility for fiscal, legal, and programmatic aspects of the program, it bears the responsibility of assuring that the program is strategically positioned for the future. At the discretion of the Coordinator/Supervisor Early Childhood Education, some responsibilities are shared with Managers and/or other staff.

Primary Duties:

This list represents the essential tasks performed by the position. These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other duties as assigned.

Plans, implements and oversees the district's Head Start and VPK Programs, ensuring compliance with all applicable policies, procedures, laws and regulations.

Maintains open lines of communication with grantee personnel.

Responsible for coordinating the program goals, objectives, procedures and strategies with regard to improvement planning. (Assumes active role in self-assessment).

Provides guidance and leadership to managers and staff to emphasize the importance of the programs achieving high standards of quality.

Provides transparency in reporting to the policy council, the board, the Superintendent, other stakeholders, and community partners. (Monthly updates, dashboard, grant application, and other reports).

Reports to Executive Director of Teaching and Learning on program needs and other information as necessary.

Works with Principals to implement high quality Head Start and VPK programs.

Provides ongoing program updates to appropriate stakeholders.

Facilitates community assessment every five years and updates annually.

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Completes administrative and supervisory duties as required.

Prepares and assists in administering the program's annual budget.

Reviews and analyzes monthly financial and statistical reports to assess the budget status and to initiate preventative measures if any problems appear to be predicated.

Monitors the program's administrative cost.

In conjunction with Fiscal Budget Analyst, completes nonfederal share reporting to assure amount required is met.

Oversees curriculum implementation, attendance, Program Information Report (P.I.R.) and professional development (with assistance from managers) for both the Head Start and VPK programs.

Manages: progress monitoring, action plans, corrective action plans, implementation of self-assessment, updates and complete community assessment, reporting.

Monitors the implementation of program goals and standards/regulations through observation, monthly supervisory meetings, staff meetings, curriculum team meetings, Principals meetings and documentation.

Completes approvals for department per district guidelines (contracts, agreements, payroll, human resources, and others).

Conducts job interviews for both Head Start and VPK Positions.

In conjunction with ERSEA PFCE Manager, ensures the number of eligible children are served according to program guidelines.

Attend meetings (School Board, ELC, interagency, Principals, Staff, Regional Oversight, site/school, and others).

Participate with recruitment booths on weekends.

Conduct CLASS observations and analyze data for continuous program improvement.

Assists Principals in selecting, supervising and reviewing the work of early childhood staff; with the assistance of program managers.

Plans and implements a variety of staff development opportunities with assistance from Professional Development Manager.

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Reviews and makes recommendations for changes as appropriate in District policies and procedures related to the early childhood programs.

Interprets the district's early childhood education program and related policies to the general public.

Serves as consultant to early childhood teachers and school administrators in the development and implementation of early childhood curricula and in the evaluation and selection of teaching materials.

Reviews, analyzes and interprets early childhood assessment scores.

Coordinates, implements and oversees various other special programs and projects in areas of responsibility.

Compiles data for and prepares various statistical, administrative and professional reports as required by the district and/or other agencies

Represents the early childhood program at district, develops community partnerships with other agencies and attends other meetings as required or appropriate.

Receives and responds to inquiries, concerns and complaints regarding issues, programs, policies and procedures in areas of responsibility.

Facilitates and/or participates in frequent meetings with teachers, Principals and administrators to discuss issues in areas of responsibility.

Keeps abreast of developments in early childhood curriculum and instruction, and provides leadership in determining their appropriateness for inclusion in the district's instructional program.

Attends training, conferences and workshops as appropriate to enhance job knowledge and skills.

Collaborates with district management, other departments and agencies to implement Head Start standards and improve services.

Performs routine administrative/office tasks as required, including but not limited to preparing reports and correspondence, copying and filing documents, answering the telephone, and entering and retrieving computer data.

Other Duties:

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice. Employees are expected to fulfill other duties as assigned.

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GENERAL RESPONSIBILITIES AND REQUIREMENTS

Data Responsibility:

“Data Responsibility” refers to information, knowledge, and conceptions obtained by observation, investigation, interpretation, visualization, and mental creation. Data are intangible and include numbers, words, symbols, ideas, concepts, and oral verbalizations.

Coordinates or determines time, place, or sequence of operations or activities based on analysis of data and possibly executes determinations or reports on events.

People Responsibility:

“People Responsibility” refers to individuals who have contact with or are influenced by the position.

Instructs or trains others through explanation, demonstration, and supervised practice, or by making recommendations on the basis of technical disciplines.

Assets Responsibility:

“Assets Responsibility” refers to the responsibility for achieving economies or preventing loss within the organization.

Requires some responsibility for achieving minor economies and/or preventing minor losses through the handling of or accounting for materials, supplies, or small amounts of money. Instructs or trains others through explanation, demonstration, and supervised practice, or by making recommendations on the basis of technical disciplines.

Mathematical Requirement:

“Mathematics” deals with quantities, magnitudes, and forms and their relationships and attributes by the use of numbers and symbols.

Uses advanced algebra working with exponents and logarithms or linear quadratic equations; analytic geometry; and/or statistics, applying mathematical operations to frequency distribution, reliability and validity, analysis of variance, or correlation techniques.

Communications Requirements:

“Communications” involves the ability to read, write, and speak.

Reads professional publications; composes complex reports and manuals; speaks formally to groups outside the organization.

Complexity of Work:

“Complexity of Work” addresses the analysis, initiative, ingenuity, creativity, and concentration required by

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the position and the presence of any unusual pressures.

Performs work involving the application of logical principles and thinking to solve practical problems within or applying to a unit or division of the organization; requires continuous, close attention for accurate results and frequent exposure to unusual pressure.

Impact of Decisions:

“Impact of Decisions” refers to consequences such as damage to property, loss of data or property, exposure of the organization to legal liability, or injury or death to individuals.

Makes decisions with moderately serious impact - affects work unit and may affect other units or citizens.

Equipment Usage:

“Equipment Usage” refers to inanimate objects such as substances, materials, machines, tools, equipment, work aids, or products. A thing is tangible and has shape, form, and other physical characteristics.

Handles machines, tools, equipment, or work aids involving moderate latitude for judgment regarding attainment of standard or in selecting appropriate items.

Safety of Others:

“Safety of Others” refers to the responsibility for other people’s safety, either inherent in the job or to assure the safety of the general public.

Requires considerable responsibility for the safety and health of others and/or continuous enforcement of the laws and standards of public health and safety.

EDUCATION AND EXPERIENCE REQUIREMENTS

Education Requirements:

“Education Requirements” refers to job specific training and education required for entry into the position.

Requires a minimum of a master’s degree in education, educational leadership or related field.

Licenses Certifications Registrations Required:

“Licenses, Certifications, and Registrations” refers to professional, state, or federal licenses, certifications, or registrations required to enter the position.

Requires a valid state driver’s license.

Requires state of Florida teacher certification.

Experience Requirements:

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“Experience Requirements” refers to the amount of work experience that is required for entry into the position that would result in reasonable expectation that the person can perform the tasks required by the position.

Requires five years of related experience in the classroom and/or in education administration.

AMERICANS WITH DISABILITIES REQUIREMENTS

Physical Demands:

“Physical Demands” refers to the requirements for physical exertion and coordination of limb and body movement.

Requires sedentary work involving standing or walking for brief periods, exerting up to 20 pounds of force on a regular basis, and some dexterity in operating office equipment.

Unavoidable Hazards:

“Unavoidable Hazards” refers to unusual conditions in the work environment that may cause illness or injury.

The position is exposed to no unusual environmental hazards.

Sensory Requirements:

“Sensory Requirements” refers to hearing, sight, touch, taste, and smell necessary to perform the tasks required by the position efficiently.

The position requires normal visual acuity and field of vision, hearing, speaking abilities, and color perception.

American With Disabilities Act Compliance:

ADA requires the District to provide adequate accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

Term of Employment:

Annual Contract

Reports To:

Executive Director, Teaching & Learning

Supervises:

Managers and all Head Start and VPK program staff.

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PAY GRADE: From: HS010 To: HS010

Exempt

Number of Months: 12 Number of Days: 254 Hours: 8

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee _____ Date _____

Board Approved 11/16/2021