

**SCHOOL DISTRICT OF PUTNAM COUNTY
JOB DESCRIPTION**

COORDINATOR, EARLY CHILDHOOD AND SCHOOL READINESS

QUALIFICATIONS:

- (1) Florida Teaching Certificate covering Early Childhood.
- (2) Three (3) years successful teaching experience.

DESIRABLE QUALIFICATIONS:

- (1) Master's degree in Early Childhood Education preferred
- (2) Successful experience in working with low income preschool children and their families preferred.
- (3) Successful experience in providing in-service training activities preferred.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of the Pre-kindergarten Intervention Program. Ability to assist in providing information and technical assistance in implementing, designing and monitoring the Pre-kindergarten Program.

REPORTS TO:

Director, Elementary Education

JOB GOAL

To assist the Director, Elementary Education in implementing the Early Childhood and School Readiness Programs..

SUPERVISES:

N/A

PERFORMANCE RESPONSIBILITIES:

- * (1) Assist Pre-kindergarten Associates with the implementation of the curriculum.
- * (2) Assist with screening applications for participation in the District Pre-kindergarten Early Intervention Program.
- * (3) Gather longitudinal data on participants of the School Readiness Program.
- * (4) Provide assistance in developing and/or utilizing an appropriate evaluation instrument and in using evaluation results to improve the program.
- * (5) Provide assistance in the coordination of parent education and involvement activities.
- * (6) Provide expertise based on experience in early childhood education.
- * (7) Coordinate parent/family involvement training sessions and workshops.
- (8) Provide in-service on developmentally appropriate practices for pre-kindergarten programs.
- (9) Prepare required reports.
- (10) Maintain proper reports
- (11) Compile, implement and facilitate staff development.
- (12) Monitoring the implementation and facilitation of Florida First Start, Evan Start and HIPPIY Program budgets, curriculum and reporting.
- (13) Attend School Readiness Coalition meetings, local and state.
- (14) Research best practices in Early Childhood Education and Early Intervention Programs.
- (15) Other duties as assigned by the Director of Elementary Education.

PHYSICAL REQUIREMENTS:

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the District's approved compensation plan.
Length of the work year and hours of employment shall be those established by the District.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

*Essential Performance Responsibilities

Job Description Supplement Code 5

SALARY LOCATOR: Instructional Salary Schedule