

DISTRICT SCHOOL BOARD OF PASCO COUNTY

JOB DESCRIPTION

DIRECTOR OF EARLY CHILDHOOD PROGRAMS

QUALIFICATIONS:

- (1) Master's Degree from an accredited institution.
- (2) Certification in Elementary Administration/Supervision.
- (3) Certification in Early Childhood or Pre-K/Primary.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of current trends and research in early childhood education. Ability to read, interpret and enforce policies, rules, and statutes. Ability to interact with a variety of persons and agencies. Effective oral and written communication skills. Basic knowledge of accounting principles. Ability to administer and manage a variety of grant funded programs.

REPORTS TO:

Assistant Superintendent for Office for Teaching and Learning

JOB GOAL

To provide leadership, direction and coordination of Early Childhood Programs.

SUPERVISES:

Supervisor of Early Childhood Programs
Program Specialist State and Federal Grants
Assigned Pre-Kindergarten Support Personnel

PERFORMANCE RESPONSIBILITIES:

Communication

- * (1) Disseminate information to communities and media about program.
- * (2) Communicate effectively orally and in writing.
- * (3) Use a variety of strategies to communicate effectively with a variety of audiences.

Critical Thinking

- * (4) Assess community needs for program needs and services.
- * (5) Plan program and services review annually involving all levels of personnel, parents, and community representatives.
- * (6) Review records, reports, and other pertinent data before planning for

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program implementation or revision

Proactive Orientation

- * (7) Prepare and submit grants based on program and need.
- * (8) Exercise proactive leadership in promoting the vision and mission of the District.
- * (9) Demonstrate initiative and a proactive orientation to recognizing and resolving issues, concerns, or problems.
- * (10) Demonstrate initiative in recognizing and resolving needs or problems.

Facilitation

- * (11) Coordinate efforts of all departments, agencies and personnel.
- * (12) Involve all levels of personnel in the development, implementation and review of program and services.
- * (13) Coordinate District-wide committees for implementation of program.
- * (14) Use appropriate interpersonal styles and methods to guide individuals and groups toward task accomplishment.

Continuous Improvement

- * (15) Coordinate training for administrators, staff and parents.
- * (16) Set high standards and expectations for self and others.
- * (17) Provide training to supervisors, site directors and workers in program on service requirements.
- * (18) Attend professional conferences to stay abreast of new regulations and program requirements.
- * (19) Provide staff and parent in-service to continually update in regard to new programs and requirements.

Technical/Professional Knowledge

- * (20) Plan and implement pre-kindergarten centers according to local, state, and federal guidelines.
- * (21) Provide direction to staffing, equipping, and implementing new centers.
- * (22) Coordinate all program services (dental, nutritional, medical) to provide the most effective program for children.
- * (23) Provide technical support to centers and personnel as needed.

Constancy of Purpose

- * (24) Advocate the needs of children and families to community.
- * (25) Participate in community interagency collaboration efforts.

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- * (26) Participate with center advisory committees.
- * (27) Exhibit support for the District’s mission, vision, goals, and priorities.
- * (28) Serve as a district representative at emergency shelters as determined by the Superintendent.
- * (29) Perform other incidental tasks consistent with the goals and objectives of this position.

Managerial

- * (30) Identify program locations and secure facilities.
- * (31) Develop and monitor annual budget.
- * (32) Submit all records and reports required to local, state and federal agencies.
- * (33) Monitor all program expenditures for budget compliance.
- * (34) Monitor program enrollment to maintain adequate funding.

Decisiveness

- * (35) Make and share decisions in a timely manner.
- * (36) Respond quickly to emergency situations.
- * (37) Address personnel problems promptly and directly.

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.

Job Description Supplement No. 11

*Essential Performance Responsibilities

Board Action _____
Approved _____
Revised _____ 2/11/13 _____