School District of Santa Rosa County
Job Description

Pre-Kindergarten Education and Family/Community Engagement Specialist

Reports to: Director of Pre-Kindergarten Programs
FLSA Status: Exempt
Department: Pre-Kindergarten
Prepared by: Human Resources
Date: May 22, 2014
Job Code: 21132

Principle Duties and Responsibilities (Essential Functions)

- Oversee the development and maintenance of a master calendar for all pre-kindergarten staff development activities
- Establish goals and objectives for training programs and projects related to the District's pre-kindergarten instructional program
- Plan and develop in-service programs and activities for teachers, students and families
- Establish short- and long-range plans based on pre-kindergarten student needs, District, state and federal requirements
- Manage the process of budgeting for resources to meet identified pre-kindergarten training needs and plans
- Assist in the development of administrative guidelines and policies and procedures for Pre-Kindergarten staff development
- Evaluate staff development activities periodically and make modifications as appropriate
- Provide staff training in the areas of curricula, assessment, record-keeping, planning, child growth and Development, Classroom Assessment Scoring System (CLASS), Readiness Goals, Family and Community Engagement (FCE), and other related areas
- Provide training to Head Start administrators on Classroom Assessment Scoring System (CLASS), Family and Community Engagement (FCE) Framework, and Readiness Goals
- Assist pre-kindergarten staff in keeping up-to-date and well-informed about issues and changes in assigned areas of responsibility
- Implement, monitor and evaluate the education component of the pre-kindergarten program
- Establish and implement procedures to periodically evaluate staff development activities and to make modifications as appropriate
- Provide leadership for conducting periodic assessment of training needs for pre-kindergarten administrative, instructional, non-instructional and support personnel throughout the District
- Provide assistance to schools and departments in designing, scheduling and delivering appropriate pre-kindergarten staff development activities
- Serve as a mentor to personnel concerning professional growth and development and related staff development activities
- Select, preview, evaluate, and disseminate recent and relevant professional and educational materials

- Participate in planning and implementing pre-kindergarten curricula initiatives to assure in-service support
- Collaborate with other pre-kindergarten personnel as scheduled
- Collaborate with other departments and divisions
- Assist teachers with the development of appropriate instructional learning activities that will enhance their lesson plans
- Use effective communication strategies to interact with a variety of audiences
- Set high standards and expectations for self and others
- Submit accurate reports in a timely manner and maintain all appropriate records
- Keep abreast of latest research relating to pre-kindergarten student needs
- Implement pre-kindergarten education / training programs in a manner which ensures that student growth / achievement is continuous and appropriate for age group and / or student program classificatio

- Access student records on a need-to-know basis and protect their confidentiality
- Establish Readiness Goals in accordance with *The Head Start Act for School Improvement*, aggregate and analyze data, and report findings to Head Start and the District
- Establish a School Readiness Leadership Team inclusive of parents, administrators, community partners, and teachers to analyze data and plan strategies for program improvement
- Conduct research-based observations of teachers and classroom personnel, mentor teachers and establish action plans for targeted improvement goals
- Establish FCE goals in accordance with 45 CFR Chapter XIII Head Start Regulation Part 1307.2 and 1307.3 (b)(1)(i), as amended
- Utilize Readiness Goals and FCE data to track student and family success in meeting goals
- Collaborate with the District to monitor success of pre-kindergarten students through third grade
- Assist in managing, supervising, and evaluating personnel in accordance *Master Contract, Article 14*
- Perform other incidental tasks consistent with the goals and objectives of this position.

Supervision Received:
Director of Pre-Kindergarten Programs

Supervision Exercised:
Staff as assigned

Minimum Qualifications & Skills Required:
1. Master's Degree or higher from an accredited institution in Education Curriculum and Instruction
2. Currently hold a Florida teaching certificate
3. Four years in public school education, two of which must have been in early childhood setting.

Preferred:
Three years of experience in Head Start /Early Head Start or Early Childhood Supervision

Physical Demands:
Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as needed to move objects. While performing the responsibilities of the job, the employee is required to talk and hear. The employee is often required to sit and use their hands and fingers, to handle or feel. The employee is required to stand, walk, reach with arms and hands, climb or balance, and to stoop, kneel, crouch or crawl. Vision abilities required by this job include close vision. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Terms of Employment:
Approved compensation plan
Teacher position paid from the instructional salary scale
10 months
7.50 hours per day

Conclusion
This job description is intended to convey information essential to understanding the scope of the job and the general nature and level of work performed by job holders within the job. However, this job description
is not intended to be an exhaustive list of qualifications, skills, efforts, duties, and responsibilities or working conditions associated with the position.