

SCHOOL DISTRICT OF ALACHUA COUNTY
DIRECTOR -- VOLUNTARY PRE-K/EARLY CHILDHOOD
JOB DESCRIPTION

JOB CODE:	630051	BARGAINING UNIT ELIGIBILITY:	No
FLSA:	Exempt	PAY GRADE:	05
CONTRACT CODE:	05	SALARY SCHEDULE:	Administrative

QUALIFICATIONS:

- (1) Masters degree from an approved accredited educational institution
- (2) Minimum of five (5) years of experience in social work, preschool programs early childhood development services for families and at-risk children.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of the communities to be served by the Voluntary Pre-K/Early Childhood Program. Skill in developing relationships with outside agencies to provide a variety of services needed by students and their families. Leadership skills and knowledge of appropriate supervisory and administrative strategies. Ability to manage a substantial budget. Knowledge of Florida school laws and regulations, School Board policies and procedures, and Federal laws and regulations as they relate to the Voluntary Pre-K and Early Childhood services.

REPORTS TO:

Superintendent, Deputy -- Curriculum and Instructional Service

JOB GOAL

To provide leadership in the planning, organization and implementation of a comprehensive Voluntary Pre-K and Early Childhood Program.

SUPERVISES:

Assigned Personnel

PERFORMANCE RESPONSIBILITIES:

- *(1) Plan, organize and coordinate programs for district voluntary pre-k early childhood programs.
- *(2) Prepare and submit applications and reports as required by federal and state guidelines.
- *(3) Serve as liaison between the District and regional and state Officials for the Pre-K Program
- *(4) Represent Voluntary Pre-K Program with community and agency boards.
- *(5) Develop and maintain monitoring systems to assess services to children.
- *(6) Monitor activities to ensure integration of services to children.
- *(7) Establish partnerships with community agencies to enhance the delivery of Voluntary Pre-K/Early Childhood services.
- *(8) Coordinate fiscal activities with District Finance Department.
- *(9) Explore and develop opportunities for program expansion and program options.
- *(10) Recruit eligible applicants.

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- * (11) Supervise home visits to program participants.
- * (12) Facilitate the development, implementation and evaluation of staff development activities in assigned areas.
- * (13) Attend training sessions, conferences and workshops as assigned or appropriate to keep abreast of current practices, programs and legal issues.
- * (14) Demonstrate proactive leadership and effective management skills to motivate and gain commitment of staff to facilitate task accomplishment.
- * (15) Utilize appropriate strategies to make decisions regarding planning, utilization of funds, delivering services and evaluation of services provided.
- * (16) Supervise assigned personnel, conduct annual performance appraisals and make recommendations for appropriate employment actions.
- * (17) Be knowledgeable of and adhere to Board policies.
- * (18) Assist in the interpretation of programs, philosophy and policies of the district to staff and the community.
- * (19) Interact with parents, outside agencies, business and community to enhance the understanding of district initiatives and priorities and to elicit support and assistance.
- * (20) Represent the district in a positive and professional manner and demonstrate support for the school district and its goals and priorities.
- * (21) Monitor district compliance with applicable codes, rules and statutes.
- * (22) Keep abreast of legal requirements and proposed changes in areas of responsibility and provide advice to the supervisor as to their impact on the District.
- * (23) Demonstrate initiative in identifying potential problems or opportunities for improvement and take appropriate action. Keep supervisor informed of potential problems or unusual events.
- * (24) Assist in the preparation and administration of the District and divisional budget.
- * (25) Participate in the development of policies and procedures.
- * (26) Attend meetings and conferences to promote professional growth and benefit the District.
- * (27) Maintain expertise in assigned areas to fulfill project goals and objectives.
- * (28) Prepare or oversee the preparation of all required reports and maintain updated and accurate records.
- * (29) Develop appropriate Board agenda items pertaining to areas of responsibility.
- * (30) Communicate effectively with the public, staff members, administrators, and other contact persons using tact and good judgment.
- * (31) Respond to inquiries and concerns in a timely manner.
- * (32) Model and maintain high ethical standards.
- * (33) Plan, implement and evaluate staff development activities of assigned personnel.
- * (34) Adhere to applicable safety standards.
- * (35) Follow attendance, punctuality and proper dress rules.
- * (36) Maintain confidentiality regarding school/workplace matters.
- * (37) Serve on school/district committees as required or appropriate.
- (38) Perform other duties as assigned.

**Essential Performance Responsibilities*

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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 Board's approved salary schedule.
- Length of the work year and hours of employment shall be those established by the Board.

EVALUATION:

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

Job Description Addendum No. 11

Adopted: 7/20/10