The School District of Osceola County, Florida

POSITION DESCRIPTION

TITLE: **District Early Childhood Specialist**

QUALIFICATIONS:
1. A Bachelor's Degree with Certification in Elementary Education. A Master's Degree is desirable.
2. A minimum of three years of successful teaching experience and one year experience as grade-level chairperson, team leader, or resource teacher is desired.
3. Demonstrated experience in curriculum writing, development and coordination.

REPORTS TO: Coordinator of Early Childhood and Elementary Education

POSITION GOAL: To assist the Coordinator of Early Childhood and Elementary Education in the coordination of elementary program K-3.

PERFORMANCE RESPONSIBILITIES:

1. To assist in curriculum writing, compilation, dissemination, and implementation.
2. To assist in the examination, selection, and/or adoption of textbooks and other instructional materials.
3. To provide assistance to the schools in the implementation of curricula in all subject areas, especialy new curricula.
4. To assist in the compilation of data to evaluate current programs and projects.
5. To provide instructional support and assistance with concerns and needs through classroom visitation and meetings.
6. To assist with the coordination of Reading Is Fundamental (RIF).
7. To assist in the compilation of data for state reports.
8. To assist with the development and revision of district reporting forms, such as report cards, progress reports, etc.
9. To assist with interschool communication concerning elementary issues.
10. To assist in the development of district elementary brochures/handbooks/guidelines.
11. To perform other duties as assigned by the Coordinator of Early Childhood and Elementary Education, Executive Director of Instructional Programs, and Assistant Superintendent for Instruction.

TERM OF EMPLOYMENT: Ten (10) months – Teacher Salary Schedule

EVALUATION: Performance in this position will be evaluated semi-annually by the Coordinator of Early Childhood and Elementary Education.