



# OSCEOLA COUNTY SCHOOL DISTRICT

## JOB DESCRIPTION

<b>Position Title:</b> Coordinator of Early Childhood and Extended Day		<b>Board Approved:</b> March 17, 2009
<b>Position Level:</b> Administrative Salary Schedule	<b>FLSA Status:</b> Exempt	<b>Reports to:</b> <b>Assistant Superintendent of Elementary Curriculum and Instruction</b>
<b>May be assigned as:</b> 10-month, 11-month, or 12-month		

### GENERAL DESCRIPTION

To provide leadership in planning, developing, implementing, and evaluating early childhood and extended day programs designed to meet the needs of the students throughout the district.

### KEY RESPONSIBILITIES

- Coordinate the planning, implementation, and evaluation of relevant Prekindergarten, Kindergarten, and Extended Day Instructional programs.
- Coordinate the planning, implementation, and evaluation of the Prekindergarten, Kindergarten early intervention, and Extended Day programs.
- Conduct regular meetings with Prekindergarten, Kindergarten, and Extended Day teams for the purpose of curriculum development refinement and implementation.
- Produce curriculum bulletins, guides or directories related to the districtwide instructional program and distribute to those impacted.
- Make recommendations regarding the budget for Prekindergarten, Kindergarten, and Extended Day programs.
- Provide leadership for the development and implementation of district Prekindergarten and Kindergarten curriculum objectives.
- Serve as a program consultant to Kindergarten school personnel.
- Maintain a close working relationship with school administrators and elementary resource specialists to ensure information exchange, coordination of efforts, and general support for the decision making process relating to Kindergarten and Extended Day.
- Work with appropriate personnel in the planning, modification, and construction of school facilities.
- Observe and evaluate Kindergarten teachers as requested by principals.
- Assist in the development of administrative guidelines for Kindergarten education programs.
- Coordinate Prekindergarten, Kindergarten, and Extended Day staff development activities.
- Assist in the development of administrative guidelines for early childhood education programs.
- Supervise assigned personnel, conduct annual performance appraisals, and make recommendations for appropriate employment action.
- Prepare all required reports and maintain all appropriate records.
- Facilitate and monitor coordination and articulation of the early childhood and elementary programs with other instructional programs.
- Observe and evaluate instructional/curriculum effectiveness.
- Assist in the coordination of articulation activities between Prekindergarten and Kindergarten programs.
- Perform other duties as assigned by Supervisor.

## CLASS SPECIFICATION

<b>Position Title:</b> Coordinator of Early Childhood and Extended Day	<b>Reports to:</b> Assistant Superintendent of Elementary Curriculum and Instruction	<b>Position Level:</b> Administrative Salary Schedule
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<b>KEY JOB REQUIREMENTS</b>	
<i>Formal Education:</i>	Master's Degree in Education required. Educational Leadership preferred.
<i>Work Experience:</i>	Minimum of five (5) years of successful classroom teaching and/or administrative experience in prekindergarten or elementary education. Applicable coursework and practical experience in curriculum development with implementation.
<i>Impact of Actions:</i>	Makes decisions and final recommendations which routinely affect the activities of an entire facility or school. Position duties may include responsibility for developing strategic plans for one or more facilities or schools.
<i>Complexity:</i>	Work is non-standardized and widely varied requiring the interpretation and application of a substantial variety of procedures, policies, and/or precedents used in combination. Frequently, the application of multiple technical activities is employed; therefore, analytical ability and inductive thinking are required. Problem solving involves identification and analysis of diverse issues.
<i>Decision-Making:</i>	Supervision is present to establish broad objectives relative to basic position duties or departmental responsibilities. Independent judgment is required to set objectives, coordinate activities within a department, or to complete a project. Actions taken may be based on similar situation encountered in the past.
<i>Communications:</i>	Requires regular contacts to discuss issues of moderate importance and to respond to inquiries. Also requires continuing contacts with officials at higher levels on matters requiring cooperation, explanation, and persuasion or with the public involving the enforcement of regulations, policies, and procedures.
<i>Managerial Skills:</i>	Responsible for making recommendations within one department in the areas of compensation, staff selection, disciplinary action, complaints, employee performance, appraisal, and similar supervisory duties. Plans, assigns, and evaluates the work of subordinates for effective operations and results of the unit.
<i>Planning:</i>	Four to Twelve Months: Plan events that will occur during the year, and have some effect on the grant's annual expenditures and/or revenues.
<i>Job-Related Knowledge and Skills:</i>	Advanced Professional Skills: The professional theory and practice of the level above, but applied at the advanced level of a "seasoned" professional. Requires extensive knowledge of their professional discipline and a working knowledge of related fields. Understands information in several unrelated professional disciplines.
<i>Working Conditions/ Physical Effort:</i>	Work requires only minor physical exertion and/or physical strain. Work environment involves only infrequent exposure to disagreeable elements.

The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities and duties required of those in this classification.