

**PINELLAS COUNTY SCHOOL DISTRICT, FLORIDA**

PCSB: 0209  
Pay Grade: C09

FLSA: Exempt  
Administrative

<b>DIRECTOR, EARLY CHILDHOOD EDUCATION</b>
<p><b>REPORTS TO:</b> Executive Director, Elementary Education</p>
<p><b>SUPERVISES:</b> Instructional Staff Professional/Technical/Supervisory Staff Support Staff</p>
<p><b>QUALIFICATIONS:</b> Master's degree from an accredited college or university with certification in PreK, Primary, Early Childhood, Elementary or an equivalent certification as defined by the Florida Department of Education. Five (5) years of related professional experience to include three (3) years of successful teaching experience. Demonstrated organizational and communication skills.</p> <p><b>PREFERRED:</b> Certification in Educational Leadership or Administration and Supervision</p>
<b>MAJOR FUNCTION</b>
<p>The Director, Early Childhood Education provides strategic leadership in the development and implementation of the District's Strategic Plan for Early Childhood programming. The duties and responsibilities will be assigned through a cooperative working relationship with the Executive Director, Elementary Education. Responsibilities include goal setting, planning, organizing, coordinating, decision-making and communicating with central administration and school-based personnel.</p>
<b>ESSENTIAL RESPONSIBILITIES</b>
<ul style="list-style-type: none"> <li>• Formulates districtwide voluntary prekindergarten and kindergarten policy and procedure.</li> <li>• Develops, updates and implements prekindergarten and kindergarten curriculum collaboratively with ESE prekindergarten programs and other content specialists.</li> <li>• Assists in the development and interpretation of educational goals, particularly those related to the District's Strategic Plan.</li> <li>• Serves as liaison with public officials, community organizations, federal, state, local officials, including the Early Learning Coalition of Pinellas.</li> <li>• Works collaboratively with school and district staff in the development, implementation and updates of prekindergarten and kindergarten curriculum.</li> <li>• Works with individuals and groups of prekindergarten and kindergarten teachers in terms of expressed needs to stimulate change or improvement of program.</li> <li>• Provides professional development for early childhood teachers, prekindergarten and kindergarten levels.</li> <li>• Maintains a budget for new voluntary prekindergarten and kindergarten units and early childhood components.</li> <li>• Develops and interprets to others the educational specifications for new prekindergarten, kindergarten and primary classroom facilities.</li> <li>• Purchases, distributes and keeps inventories on materials for new kindergarten and prekindergarten units and all new early childhood facilities.</li> <li>• Interprets the voluntary prekindergarten and kindergarten programs and entry requirements to the public.</li> <li>• Responsible for all information requested by the Department of Education.</li> <li>• Participates in professional conferences at the state and national level to become increasingly knowledgeable in the field of child development and early childhood education.</li> </ul>

**DIRECTOR, EARLY CHILDHOOD EDUCATION**

<b>ESSENTIAL RESPONSIBILITIES (Continued)</b>
<ul style="list-style-type: none"><li>• Participates in professional conferences at the state and national level to become increasingly knowledgeable in the field of child development and early childhood education.</li><li>• Provides input to the Executive Director, Elementary Education office regarding unit allocations.</li><li>• Consults and interfaces with subject area specialists and the ESE specialist, prekindergarten regarding curriculum and assessment planning and integration, appropriate materials, teaching strategies and research on developmentally appropriate practices.</li><li>• Works with supervisors of exceptional student education and prekindergarten, private schools, teachers and administrators, Head Start, Early Learning Coalition and community agencies to provide a smooth transition from prekindergarten to kindergarten.</li><li>• Provides technical assistance to school principals in program implementation, supervision, evaluations and other management practices.</li><li>• Recruit and retain qualified child development staff and provide a training plan to support current and future goals.</li><li>• Works closely with funding sources to seek new funds for the purpose of increasing childcare services. Responsible for contracts and subcontracts for the delivery of childcare services and ensure compliance.</li><li>• Coordinate and support audits and monitoring reviews.</li><li>• Designs and implements summer programs for prekindergarten and kindergarten students.</li><li>• Provides summer school and new prekindergarten and kindergarten teacher orientations and trainings.</li><li>• Serves as member of the Teaching and Learning Services team.</li><li>• Represents Pinellas County Schools and serves on community boards as requested.</li><li>• Administers employee childcare program.</li><li>• Performs other related duties as assigned.</li></ul>
<b>TERMS OF EMPLOYMENT</b>
<p><i>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 established by the District.</i></p> <p><i>Performance of the job will be evaluated in accordance with provisions of the School Board's policy on evaluation of personnel.</i></p> <p><i>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.</i></p>
<b>HISTORY OF JOB CLASSIFICATION</b>
<p>ISSUED: 7/93 BMP; BOARD APPROVED: 9/8/93; REVISED (MQ's): 10/98 PBL; BOARD APPROVED: 10/13/98; UPDATE DIVISION NAME: 1/06 AK; REVISED TITLE, MF, D&amp;R, MQ's: 2/07 AK; BOARD APPROVED: 2/20/07; REVISED: REPORTS TO, SUPERVISES, MQ's, PREFERRED, MF, ER, 06/08/21 LM; BOARD APPROVED: 7/13/21</p>

**DIRECTOR, EARLY CHILDHOOD EDUCATION**

<b><u>WORKING CONDITIONS &amp; PHYSICAL EFFORT:</u></b>	Seldom Or Never	Monthly	Weekly	Daily	Hourly
1. Lift objects weighing up to 20 pounds		X			
2. Lift objects weighing 21 to 50 pounds		X			
3. Lift objects weighing 51 to 100 pounds	X				
4. Lift objects weighing more than 100 pounds	X				
5. Carry objects weighing up to 20 pounds		X			
6. Carry objects weighing 21 to 50 pounds		X			
7. Carry objects weighing 51 to 100 pounds	X				
8. Carry objects weighing 100 pounds or more	X				
9. Standing up to one hour at a time				X	
10. Standing up to two hours at a time	X				
11. Standing for more than two hours at a time	X				
12. Stooping and bending		X			
13. Ability to reach and grasp objects				X	
14. Manual dexterity or fine motor skills					X
15. Color vision, the ability to identify and distinguish colors				X	
16. Ability to communicate orally					X
17. Ability to hear					X
18. Pushing or pulling carts or other such objects		X			
19. Proofreading and checking documents for accuracy					X
20. Using a keyboard to enter and transform words or data					X
21. Using a video display terminal					X
22. Working in a normal office environment with few physical discomforts					X
23. Working in an area that is somewhat uncomfortable due to drafts, noise, temperature variation, or other conditions	X				
24. Working in an area that is very uncomfortable due to extreme temperature, noise levels, or other conditions	X				
25. Working with equipment or performing procedures where carelessness would probably result in minor cuts, bruises or muscle pulls	X				
26. Operating automobile, vehicle, or van	X				
27. Other physical, mental or visual ability required by the job	X				