

PINELLAS COUNTY SCHOOL DISTRICT, FLORIDA



PCSB: 8210
Pay Grade: E07

FLSA: Exempt
PTS

EARLY CHILDHOOD EDUCATION SPECIALIST

REPORTS TO:

Executive Director, Elementary School Education

SUPERVISES:

Instructional Staff
Support Staff

QUALIFICATIONS:

Master's degree from an accredited college or university with certification in Pre-K Primary, 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 in early childhood. Demonstrated organizational and communication skills.

PREFERRED:

Certification in Administration/Supervision, Educational Leadership, or School Principal.

MAJOR FUNCTION

The Early Childhood Education Specialist is responsible for providing leadership in developmentally appropriate practices in early childhood. Responsibilities include providing supervisory support and staff development for Voluntary Prekindergarten and kindergarten teachers, evaluating and ordering of prekindergarten and kindergarten equipment and materials, and writing and reviewing educational specifications for early childhood classrooms.

ESSENTIAL RESPONSIBILITIES

- Formulates districtwide voluntary prekindergarten and kindergarten policy and procedure.
- Develops, updates, and implements prekindergarten curriculum collaboratively with ESE prekindergarten programs.
- Develops, updates and implements prekindergarten and kindergarten curriculum.
- Demonstrates effective early childhood teaching techniques.
- Works with individuals and groups of prekindergarten and kindergarten teachers in terms of expressed needs to stimulate change or improvement of programs.
- Provides professional development for early childhood teachers, prekindergarten, and kindergarten levels.
- Maintains a budget for new prekindergarten and kindergarten units and early childhood components.
- Develops and interprets to others the educational specifications for new prekindergarten, kindergarten, and primary classroom facilities.
- Purchases, distributes, and keeps inventories on materials for new kindergarten units and all new early childhood facilities.
- Maintains and updates the early childhood flexibility list.
- Interprets the prekindergarten and kindergarten program and entry requirements to the public.
- Completes information requested by the Department of Education.
- Reads and attends professional conferences at the state and national level to become increasingly knowledgeable in the field of child development and early childhood education.

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ESSENTIAL RESPONSIBILITIES (Continued)

- Provides input to the Pre-K-12 Teaching and Learning Services office regarding unit allocations.
- Consults and interfaces with subject area specialists and the ESE prekindergarten specialist regarding curriculum and assessment planning and integration, appropriate materials, teaching strategies, and research on developmentally appropriate practices.
- Works with the Specialist, ESE Prekindergarten Education, private schools, teachers and administrators, Head Start, and community agencies to provide a smooth transition from prekindergarten to kindergarten.
- Designs and implements summer programs for prekindergarten and kindergarten students.
- Provides summer school and new prekindergarten and kindergarten teacher orientations and trainings.
- Serves as member of Teaching and Learning Services Team.
- Performs other related duties as assigned.

TERMS OF EMPLOYMENT

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.

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

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.

HISTORY OF JOB CLASSIFICATION

ISSUED: 6/13, LM; BOARD APPROVED: 7/30/13; REVISED QUALS & PREFERRED, 8/13 LM;
BOARD APPROVED: 10/22/13; REVISED MQs 04/09/21, LM; BOARD APPROVED: 04/27/21

EARLY CHILDHOOD EDUCATION SPECIALIST

WORKING CONDITIONS & PHYSICAL EFFORT:	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 computer to enter and transform words or data					X
21. Using various technology tools					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				

Early Childhood Education Specialist – PTS