

PINELLAS COUNTY SCHOOL DISTRICT, FLORIDA

PCSB: 8739
Pay Grade: E05

FLSA: -Exempt
PTS

PROGRAM COORDINATOR, EARLY CHILDHOOD CENTER
REPORTS TO: Executive Program Manager, Early Childhood Center
SUPERVISES: Instructional Staff Support Staff
QUALIFICATIONS: Bachelor's Degree from an accredited college or university in Elementary or Early Childhood Education with certification in Early Childhood Education. Demonstrated experience working with preschool and/or kindergarten curriculum. Must meet all local licensing requirements for employment (i.e., DCF Clock Hours). Must obtain DCF Director's credential.
PREFERRED: Bachelor's or advanced degree from an accredited college or university in Early Childhood Education. Master's degree from an accredited college or university with certification in Educational Leadership.
MAJOR FUNCTION
Assists the Executive Program Manager, Early Childhood Center in all aspects of daily operations and leadership of the early childhood center and assumes all responsibility during the center administrator's absence. Under the direction of the center administrator, manage and lead all curriculum, instruction, and assessment in accordance with state, local, and federal standards and aligned with innovative early childhood best practices.
ESSENTIAL RESPONSIBILITIES
<ul style="list-style-type: none">• Works collaboratively with the Executive Program Manager, Early Childhood Center to coordinate all aspects of daily operations and leadership at the center• Assumes responsibility for daily operations during the Executive Program Manager's absence• Develops, implements, and evaluates the philosophy aligned with federal, district, and state goals and objectives in the area of early childhood education• Leads the implementation of a developmentally appropriate curriculum, instruction, and assessment aligned with best early childhood practices• Works in collaboration with institutes of higher learning to enhance early childhood education best practices• Develops, implements, and evaluates the philosophy aligned with federal, district, and state goals and objectives in the area of early childhood education• Works in collaboration with institutes of higher learning to enhance early childhood education best practices• Directs the scheduling of parent/family conferencing and the home visitations programs with teachers and support staff• Maintains program in accordance with federal, state, county, and other applicable regulations and guidelines• Provides required and/or requested data to collaborating entities as needed• Maintains and monitors an information system that supports the goals for children's learning

PROGRAM COORDINATOR, EARLY CHILDHOOD CENTER

ESSENTIAL RESPONSIBILITIES (Continued)
<ul style="list-style-type: none">• Assists with the collection and analysis of input from staff, parents, and district personnel• Models a focus on children's highest levels of learning in an emotionally supportive environment• Uses comparison and benchmark data in the analysis of child growth and learning• Designs and delivers training to staff• Deals professionally and appropriately with all staff• Performs other duties as required
TERMS OF EMPLOYMENT
<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>
HISTORY OF JOB CLASSIFICATION
ISSUED: 10/13 LM; BOARD APPROVED: 12/10/13

PROGRAM COORDINATOR, EARLY CHILDHOOD CENTER

<u>WORKING CONDITIONS & PHYSICAL EFFORT:</u>	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				

Program Coordinator, Early Childhood Center – PTS