

SCHOOL DISTRICT OF JACKSON COUNTY**JOB DESCRIPTION****EARLY CHILDHOOD PROGRAM MANAGER/
EARLY CHILDHOOD CENTER ADMINISTRATOR****QUALIFICATIONS:**

- (1) Masters Degree from an accredited educational institution.
- (2) Certification in Educational Leadership or related field and certification/endorsement in Early Childhood Education.
- (3) Minimum of five years successful teaching and/or administrative experience at the Primary level.
- (4) Currently enrolled in, or have completed the Jackson County School District Administrative Intern Program; or currently enrolled in or have completed a similar program within another school district.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of learning theory, program planning, development, management and evaluation. Ability to interpret test results and develop instructional programs to address program needs. Knowledge of effective school concepts and principles. Knowledge of state-of-the-art research and best practices in areas of responsibility. Knowledge of and ability to operate a personal computer and audio-visual equipment. Ability to supervise people. Ability to plan and present information to the public. Ability to facilitate various size groups using facilitative leadership skills. Ability to make decisions based on relevant information. Ability to understand the Course Code Directory and Florida Statutes related to curriculum requirements. Ability to balance several job functions at one time and work under a heavy work load. Ability to work cooperatively with other departments and agencies. Good interpersonal and communication skills. Ability to analyze statistical data for trends and standard performance in various programs and to develop strategies for improvement. Ability to represent the District at state and regional functions. Ability to prepare and manage the program budget and allocated resources. Knowledge of available social and health services. Ability to work effectively with large and diversified groups. Ability to schedule and manage use of facilities. Strong interpersonal skills. Ability to prepare and manage the school's budget and allocated resources. Ability to read, interpret and enforce the State Board Rules, Code of Ethics, School Board Policies and appropriate state and federal statutes. Ability to select, hire, evaluate and reappoint personnel in accordance with collective bargaining agreements. Demonstrated effective communication and interaction skills with the public. Ability to demonstrate the knowledge and practice of current educational trends, research and technology.

REPORTS TO:

Director of Early Childhood and Elementary Education & Deputy Superintendent

JOB GOAL

To plan, implement and coordinate an effective Early Childhood Program for children and their families which is consistent with the mission and goals of the District. To provide the visionary leadership necessary to develop and implement educational programs that optimize available human and material resources to provide successful high quality educational experiences for students in a safe and orderly environment.

SUPERVISES:

District Early Childhood Staff
Instructional and Support Professionals at Early Childhood Center
Volunteers at Early Childhood Center

PERFORMANCE RESPONSIBILITIES

As Early Childhood Program Manager:

- (1) Supervise/assess Early Childhood Programs personnel in conjunction with the Director and Principal.
- (2) Assist in interviewing/hiring Early Childhood Programs personnel.
- (3) Assist in writing, implementing, monitoring, and administering the Early Childhood Programs grants.
- (4) Coordinate documentation for the evaluation of the Early Childhood Programs.
- (5) Organize the recruitment/registration of students for Early Childhood Programs.
- (6) Identify students for Early Childhood Programs classes on the basis of the qualifying criteria.
- (7) Participate as an Educational Planning Team member (at each school site) for Early Childhood Programs students experiencing difficulty in the classroom (academic, social, medical, etc.)
- (8) Coordinate mainstreaming/inclusion of ESE students with appropriate ESE coordinator and Early Childhood Programs personnel.
- (9) Coordinate with appropriate agencies and organizations to provide services for Early Childhood Programs students.
- (10) Provide leadership in the design, development, implementation, monitoring, and evaluation of curriculum.
- (11) Assist in the coordination and delivery of educational, social, medical, child care, and other program needs.
- (12) Assist in coordination/implementation of in-service for Early Childhood Programs teachers, support staff, and parents.
- (13) Assist school staff in solving problems in the classroom, when appropriate.
- (14) Maintain accurate financial and information regards and records, as required.
- (15) Write quarterly and annual reports for the Early Childhood Programs.
- (16) Coordinate reports and balancing of the budget with the Director and finance department.
- (17) Supervise requisitions (Early Childhood Programs office and schools) for materials and supplies.
- (18) Maintain records to document matching funds, as required, for the federal program.
- (19) Plan and conduct staff meetings, weekly or as necessary.
- (20) Participate as a member of the Advisory Council for Early Childhood Programs and as a resource to the Head Start Policy Council.
- (21) Perform other incidental tasks consistent with the goals and objectives of this position.

Board Approved February 15, 2000
Amendment Board Approved April 15, 2003
Amendment Board Approved January 19, 2010
Amendment Board Approved September 17, 2013

(22) Other duties assigned by the immediate administrator or supervisor.

As Early Childhood Center Administrator:

- (1) Collaborate with other agencies in the scheduling and use of service facilities.
- (2) Work with principals in providing services to recipients of the programs.
- (3) Maintain appropriate records and prepare reports in area of assignment.
- (4) Provide training and coaching for employees.
- (5) Oversee and monitor home visits by employees.
- (6) Participate with other agencies and organizations to provide services in an efficient manner.
- (7) Assume responsibility for general maintenance of the building and grounds.
- (8) Manage and administer the overall activities of assessing and developing the instructional program at the assigned school.
- (9) Manage and administer the overall instructional program at the assigned school.
- (10) Manage and administer the selection of textbooks, material and equipment needed at the assigned school.
- (11) Manage and administer the accreditation program for the assigned school.
- (12) Orient newly assigned staff members and assist in their development.
- (13) Assume all duties and responsibilities in Florida statutes.
- (14) Be proactive in decisions relating to school and community well-being.
- (15) Use effective, positive interpersonal communication skills.
- (16) Perform other incidental tasks consistent with the goals and objectives of
- (17) Other duties assigned by the immediate administrator or supervisor.

PHYSICAL REQUIREMENTS:

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects.

TERMS OF EMPLOYMENT:

Approved Unit Compensation plan, pay grade 8-13
11 or 12 months
7.5 hours per day

EVALUATION:

Performance of this job will be appraised in accordance with provisions of the Board's policy on appraisal of personnel.

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