

SCHOOL DISTRICT OF JACKSON COUNTY

JOB DESCRIPTION

COORDINATOR, TEENAGE PARENT PROGRAM

QUALIFICATIONS:

- (1) Master's Degree from an accredited educational institution.
- (2) Certification in educational leadership or related field.
- (3) Certification in early childhood and/or pre-kindergarten endorsement/C.D.A. Equivalent/30 hour clock training hours, Department of Children and Families.
- (4) Minimum of six years successful educational experience to include experience in coordinating/supervisory duties.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of learning theory, program planning, development, management and evaluation. Ability to supervise people. Ability to understand the Course Code Directory and Florida Statutes related to curriculum requirements. Knowledge of statutory and regulatory requirements in areas of responsibility. Knowledge of and ability to operate a personal computer and audio-visual equipment. Knowledge of state-of-the-art research and best practices in areas of responsibility. Ability to plan and present information to the public. Ability to make decisions based on relevant information. Extensive understanding of requirements of the Pupis Progression Plan in area of responsibility, of the District's Alternative Education Plan, and of childcare facility licensing requirements. Good interpersonal and communication skills.

REPORTS TO:

Director of Early Childhood and Elementary Education

JOB GOAL

To provide leadership and technical support in the planning, development, implementation, and evaluation of a high quality academic program for teenage parents and quality childcare for their infants and toddlers.

SUPERVISES:

Teachers of the teenage parents, the Teenage Parent Program aide, and the childcare workers.

PERFORMANCE RESPONSIBILITIES

- (1) Coordinate the planning, implementation, articulation, and evaluation of the Teenage Parent Program and childcare facility, located in the Family Services Center.
- (2) Teenage Parent Program responsibilities include, but are not limited to the following:
 - a) preparation of class schedules for all students.
 - b) completion of referrals to special programs and staffing.
 - c) discipline and counseling of students.
 - d) direct teaching responsibility for parenting classes and peer counseling classes.

Board Approved April 20, 1998
Amendment Board Approved April 15, 2003

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COORDINATOR, TEENAGE PARENT PROGRAM (Continued)

- e) serve as contact for connecting TAP students with providers of required ancillary services.
 - f) coordinate student activities.
 - g) serve as FTE administrator for each program located in the Family Services Center.
 - h) assist TAP teachers in curriculum planning, textbook purchases, purchase of supplies and equipment.
 - i) substitute in classrooms in the absence of the teacher.
 - j) maintain all student records.
 - k) perform other counselor-related activities, i.e. coordinate dual enrollment, student support and assistance plans, supervise executive internship programs, etc.
 - l) perform other related duties as assigned.
- (3) Childcare responsibilities include, but are not limited to the following:
- a) supervise childcare workers
 - b) maintain all records on infants and toddlers in the childcare center
 - c) requisition and/or purchase necessary materials for the childcare center
 - d) coordinate services of agencies to meet needs of infants and toddlers
 - e) monitor facility and program in order to maintain licensing requirements
- (4) Maintain records of parents and children in order to validate free and reduced-price lunch status
- (5) Participate in on-going staff development in order to ensure quality programs.
- (6) Represent the TAP program locally and at conferences when directed to do so.
- (7) 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, Instructional Salary Schedule
11 months
7.75 hours per day

EVALUATION:

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

**Board Approved April 20, 1998
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