

SCHOOL DISTRICT OF LEVY COUNTY

JOB DESCRIPTION

COORDINATOR, PRE-K AND STUDENT SERVICES

QUALIFICATIONS:

- (1) Bachelor's or Master's Degree, with emphasis in Early Childhood.
- (2) Certification in Early Childhood.
- (3) Minimum of three (3) years successful experience in education.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of federal and State laws, State Board of Education rules, and School Board policies applicable to assigned responsibilities. Ability to communicate effectively orally and in writing. Ability to use technology to support assigned duties. Technical knowledge specific to assigned area. Ability to work cooperatively with others.

REPORTS TO:

Assigned Administrator

JOB GOAL

To provide Early Childhood teachers and aides with leadership and professional growth opportunities and to provide the school or District assistance in a designated function or service area. To maintain communication with homeless and truant students and families. To assist and support schools in providing effective interventions for Tier II and Tier III students and to carry out the mission of the school and district.

SUPERVISES:

Assigned Personnel

PERFORMANCE RESPONSIBILITIES:

- * (1) Participate in the planning, implementation, and evaluation of the Pre-K program or service area.
- * (2) Manage the tasks specific to the assignment as provided by immediate supervisor.
- * (3) Prepare all required reports.
- * (4) Maintain all appropriate records.
- (5) Follow established guidelines, procedures, and policies.
- (6) Make recommendations for improvement in policies and procedures related to assignment.
- (7) Participate in staff development activities and access other resources to increase knowledge, skills, and abilities in the area of responsibility.
- (8) Assist others, as appropriate, in understanding the assigned area of responsibility.
- (9) Perform other incidental tasks consistent with the goals and objectives of this position.
- *(10) Ability to work in a constant state of alertness and safe manner.

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.

(or)

COORDINATOR, PRE-K PROGRAMS (Continued)

Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently and/or up to 10 pounds of force as needed to move objects.

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 those established by the District.

EVALUATION:

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

*Essential Performance Responsibilities

Job Description Supplement Code 4 (or) 5

Lane C PK

Salary Index 0.9401 of the Administrative Salary Schedule

DOE Job Code 63008

Board Approved 12/20/2011

Revised Board Approval 04/11/2017