



The School Board of Polk County

<http://www.polk-fl.net>

Job Description

Position Title: Senior Coordinator, Preschool Programs - Head Start

FLSA Status: Exempt

Salary Grade, if non-union: SG20

Pay Grade, if union:

Non-Union or Specific Collective Bargaining Agreement: Non-Union

Our Mission:

The mission of Polk County Public Schools is to provide a high quality education for all students.

To perform this job successfully, the individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill and ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The duties are intended to describe the nature and level of work being performed by the employee assigned to the position. This job description is not meant to be construed as an exhaustive list of all responsibilities, duties, and skills required of this position. Other duties may be assigned which are not listed. Additionally, when duties and responsibilities of this job change, this job description will be reviewed and updated, subject to changes and business necessity.

Custom Job Purpose:

This position exists to perform responsible administrative work in coordinating the Head Start Federal program and related activities for the school district in collaboration with private and public agencies. Areas of responsibility include, articulation and technical assistance for programs at all levels. This position meets Head Start standard 1304.52 as Program Manager.

Essential Functions of this Job

Develops, coordinates and implements the programs and activities in accordance with district, state and federal guidelines. Prepares and administers budget for the Head Start Program. Coordinates the selection and development of instructional materials. Plans, develops and evaluates program. Coordinates program implementation with other governmental and community agencies and activities organizations, other school personnel and the public, such as Head Start Policy Council and Parent Committees. Assists in applying for and monitoring the status of state and federal grants relating to the Head Start Program. Performs community surveys for program update and monitoring. Performs annual program self-assessment.

Plans and conducts in-service training/ professional development activities and programs. Assists in the selection and utilization of curriculum and instructional materials. Develops and coordinates training/ staff development programs in cooperation with the child care industry. Supervises and maintains records and reports of programs and community activities. Develops and disseminates literature. Maintains liaison with business and industry through advisory committees. Interviews candidates for employment, recommends candidates for hire. Evaluates employees and prepares related documentation as required by school board policy. Performs related work as required.

Position Title: Senior Coordinator, Preschool Programs - Head Start

Non-Essential Functions of this Job

Performs other duties as assigned.

Knowledge, Skills and Abilities:

Considerable knowledge of the programs and practices of the area of specialization and legislation relating to child care programs, pre-kindergarten and/or early intervention programs such as head Start or Early Head Start. Considerable knowledge of the specific program planning, development and evaluation. Knowledge of planning and management. Knowledge of the equipment and materials utilized in the area of specialization. Ability to communicate effectively with officials, school personnel, and the public. Ability to prepare concise and comprehensive reports, and to maintain records. Supervisory ability. Bilingual/biliterate preferred.

Education, Experience and/or Certification/License Requirements

Graduation from an accredited college or university with a Master's degree in an appropriately related field; i.e., Early Childhood, Child Development, Social Services/Work. Certification in the area of specialization. Previous Head Start experience required. 2-3 years experience in administration and/or supervision preferred. Bilingual/biliterate desirable.

Work Context:

Requires sitting and some standing, walking and moving about to coordinate work. Requires coordinating or leading others in accomplishing work activities. Requires face-to-face discussions and contact with individuals and/or teams. Requires the use of alternative communication systems, such as electronic mail, telephones and computers. Requires coordination of work tasks to establish priorities, set goals and meet deadlines. Requires work with both internal and external contacts, and with the public.

Physical Environment:

Requires working indoors in environmentally controlled conditions. Requires sitting, standing, walking, and the ability to lift, carry, move and/or position objects infrequently weighing up to 20 pounds.

Local Code: 9951
EEO5: 43
Approval Date: 2008-03-18
Date Last Revised: 2013-08-14

The School Board of Polk County, Florida, prohibits any and all forms of discrimination and harassment based on race, color, sex, religion, national origin, marital status, age, homelessness, or disability or other basis prohibited by law in any of its programs, services, activities or employment.