



**BAY DISTRICT SCHOOLS
DEPARTMENT OF HUMAN RESOURCES
JOB DESCRIPTION**

TITLE: VPK & ESE PRE-KINDERGARTEN COORDINATOR

QUALIFICATIONS:

1. Masters Degree with certification in Educational Leadership, Administration and Supervision, School Principal, or Professional School Principal.
2. Certification in Pre-K Primary or Elem. Education K-6 with preference for Pre-K Endorsement in either.
3. A minimum of five (5) years of successful teaching experience preferably in Pre-K or Kindergarten.

PHYSICAL REQUIREMENTS: Light

- *Light Work: Exerting up to 25 pounds of force occasionally and/or up to 15 pounds of force as frequently as needed to move objects.*
- *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.*
- *Heavy Work: Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently and/or up to 20 pounds of force as needed to move objects.*

REPORTS TO: As assigned by Bay District Organizational Structure.

SUPERVISES: As assigned by Bay District Organizational Structure.

PERFORMANCE RESPONSIBILITIES:

1. Provides leadership and support for school-based and agency personnel in all areas related to Pre-K education.
2. Coordinates Pre-K programs in partnership with agency personnel and private providers in accordance with federal law, state statutes, district policy, and interagency agreements.
3. Collects and evaluates data related to Pre-K instructional programs.
4. Coordinates the development, publication, and dissemination of information and materials related to Pre-K education.
5. Supports and assists Pre-K classroom teachers in implementing appropriate teaching and learning activities, organizing and managing the classroom, selecting appropriate curricula and materials, and identifying and meeting the individual needs of Pre-K students.
6. Assists with Pre-K grants and the associated preparation and administration of the Pre-K budgets.
7. Assists with the development, delivery, and evaluation of training programs for Pre-K personnel.
8. Articulates the goals and objectives of the Pre-K programs to administrators, teachers, support personnel, families, and the community.
9. Coordinates the procedures regarding eligibility, placement, curriculum, assessment, services and programs for Pre-K students with disabilities to ensure compliance with federal and state laws, rules, and regulations.
10. Coordinates the planning, development, implementation and evaluation of a coordinated Pre-K program that identifies and meets the needs of all Pre-K students in a variety of instructional settings and that emphasizes inclusion.
11. Assists with the problematic intervention and resolution of incidents and issues related to Pre-Kindergarten services.
12. When appropriate, serves as the liaison/ contact with FDOE officials and other state agencies concerned with Pre-K education.
13. Assists with the recommendation, supervision, and assessment of assigned personnel.
14. Coordinates all assessment programs related to Pre-K students.
15. Provides leadership, knowledge, and expertise to personnel within the division in order to build, support, and maintain a positive systemic relationship with an ultimate goal of success for all students.
16. Performs other duties as assigned.

TERMS OF EMPLOYMENT:

1. Successful completion of State and Federal Background check is required for employment.
2. Twelve (12) months. Paygrade as established by the School Board in Current Salary Schedule 2.

EVALUATION: Performance evaluated annually in accordance with School Board Policy.

Date: Tommy Lee Richardson
Reviewed by Dept. of Human Resources

APPROVAL
Date: FEB 28 2012
Adopted by Bay District School Board