

SCHOOL DISTRICT OF JACKSON COUNTY

JOB DESCRIPTION

Administrator of Early Childhood Center

QUALIFICATIONS:

- (1) Master's Degree in Elementary Education or Early Childhood Education from an accredited institution.
- (2) Five years teaching experience in early childhood education/elementary education or social services.
- (3) Currently hold certification or be eligible for certification as a School Principal by the State of Florida, or the equivalent from another state.
- (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:

Ability to work effectively with large and diversified groups. Knowledge of health and social services available within the region. Ability to schedule and manage use of facilities. Skill and knowledge of long-range planning techniques. Strong interpersonal skills. Ability to use a personal computer. 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:

Deputy Superintendent

JOB GOAL

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. To work with various social/health service agencies to establish and maintain effective programs for at-risk children and their families to promote success in school.

SUPERVISES:

Instructional and Support Professionals
Home School Liaison Workers
Volunteers at Early Childhood Center

Board Approved, May 19, 2009
Amended, October 15, 2009

Administrator of Early Childhood Center (Continued)

PERFORMANCE RESPONSIBILITIES:

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

EVALUATION:

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

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