

PINELLAS COUNTY SCHOOL DISTRICT, FLORIDA

PCSB:
Pay Grade: E05

FLSA: -Exempt
PTS

PROGRAM COORDINATOR, EARLY CHILDHOOD CENTER

REPORTS TO:

Executive Program Manager, Early Childhood Center

SUPERVISES:

Instructional Staff
Support Staff

QUALIFICATIONS:

Bachelor's Degree from an accredited college or university in Elementary or Early Childhood Education with certification in Early Childhood Education. Demonstrated experience working with preschool and/or kindergarten curriculum. Must meet all local licensing requirements for employment (i.e., DCF Clock Hours). Must obtain DCF Director's credential.

PREFERRED:

Bachelor's or advanced degree from an accredited college or university in Early Childhood Education. Master's degree from an accredited college or university with certification in Educational Leadership.

MAJOR FUNCTION

Assists the Executive Program Manager, Early Childhood Center in all aspects of daily operations and leadership of the early childhood center and assumes all responsibility during the center administrator's absence. Under the direction of the center administrator, manage and lead all curriculum, instruction, and assessment in accordance with state, local, and federal standards and aligned with innovative early childhood best practices.

ESSENTIAL RESPONSIBILITIES

- Works collaboratively with the Executive Program Manager, Early Childhood Center to coordinate all aspects of daily operations and leadership at the center
- Assumes responsibility for daily operations during the Executive Program Manager's absence
- Develops, implements, and evaluates the philosophy aligned with federal, district, and state goals and objectives in the area of early childhood education
- Leads the implementation of a developmentally appropriate curriculum, instruction, and assessment aligned with best early childhood practices
- Works in collaboration with institutes of higher learning to enhance early childhood education best practices
- Develops, implements, and evaluates the philosophy aligned with federal, district, and state goals and objectives in the area of early childhood education
- Works in collaboration with institutes of higher learning to enhance early childhood education best practices
- Directs the scheduling of parent/family conferencing and the home visitations programs with teachers and support staff
- Maintains program in accordance with federal, state, county, and other applicable regulations and guidelines
- Provides required and/or requested data to collaborating entities as needed
- Maintains and monitors an information system that supports the goals for children's learning

PROGRAM COORDINATOR, EARLY CHILDHOOD CENTER

ESSENTIAL RESPONSIBILITIES (Continued)
<ul style="list-style-type: none">• Assists with the collection and analysis of input from staff, parents, and district personnel• Models a focus on children's highest levels of learning in an emotionally supportive environment• Uses comparison and benchmark data in the analysis of child growth and learning• Designs and delivers training to staff• Deals professionally and appropriately with all staff• Performs other duties as required
TERMS OF EMPLOYMENT
<p><i>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 established by the District.</i></p> <p><i>Performance of the job will be evaluated in accordance with provisions of the School Board's policy on evaluation of personnel.</i></p> <p><i>The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities and duties required of those in this classification.</i></p>
HISTORY OF JOB CLASSIFICATION
ISSUED: 10/13 LM; BOARD APPROVED:

PROGRAM COORDINATOR, EARLY CHILDHOOD CENTER

WORKING CONDITIONS & PHYSICAL EFFORT:	Seldom Or Never	Monthly	Weekly	Daily	Hourly
1. Lift objects weighing up to 20 pounds					X
2. Lift objects weighing 21 to 50 pounds				X	
3. Lift objects weighing 51 to 100 pounds	X				
4. Lift objects weighing more than 100 pounds	X				
5. Carry objects weighing up to 20 pounds					X
6. Carry objects weighing 21 to 50 pounds					X
7. Carry objects weighing 51 to 100 pounds	X				
8. Carry objects weighing 100 pounds or more	X				
9. Standing up to one hour at a time				X	
10. Standing up to two hours at a time				X	
11. Standing for more than two hours at a time				X	
12. Stooping and bending					X
13. Ability to reach and grasp objects					X
14. Manual dexterity or fine motor skills					X
15. Color vision, the ability to identify and distinguish colors					X
16. Ability to communicate orally					X
17. Ability to hear					X
18. Pushing or pulling carts or other such objects				X	
19. Proofreading and checking documents for accuracy				X	
20. Using a computer to enter and transform words or data				X	
21. Using various technology tools			X		
22. Working in a normal office environment with few physical discomforts				X	
23. Working in an area that is somewhat uncomfortable due to drafts, noise, temperature variation, or other conditions				X	
24. Working in an area that is very uncomfortable due to extreme temperature, noise levels, or other conditions	X				
25. Working with equipment or performing procedures where carelessness would probably result in minor cuts, bruises or muscle pulls	X				
26. Operating automobile, vehicle, or van	X				
27. Other physical, mental or visual ability required by the job	X				

Program Coordinator, Early Childhood Center – PTS

PINELLAS COUNTY SCHOOL DISTRICT, FLORIDA

PCSB: 2202
Instructional

FLSA: Exempt

BEHAVIOR SPECIALIST, EARLY CHILDHOOD	
<u>REPORTS TO:</u>	Site Administrator
<u>SUPERVISES:</u>	Instructional Staff Support Staff
<u>QUALIFICATIONS:</u>	Bachelor's degree in education from an accredited college or university. Minimum of three (3) years successful classroom teaching in an early childhood program or related experience in exceptional student education. Demonstrated experience in providing a variety of appropriate behavior management techniques with students birth to five. Demonstrated experience in counseling techniques, interpersonal skills, and classroom management strategies.
<u>PREFERRED:</u>	ESE Programs: Master's degree in Early Childhood and/or certification Birth to 4 years Pre-K Primary. Participation in, or willingness to be trained in, Non-violent Crisis Intervention (CPI). Knowledge or willingness to be trained in an early childhood social emotional curriculum.
MAJOR FUNCTION	
Maintains and supports the school-wide behavior management system. Establishes specific behavior management programs for students as needed. Consults with school personnel, parents, and others regarding general behavior management of the classroom. Functions in the areas of behavior management and crisis intervention.	
ESSENTIAL RESPONSIBILITIES	
<ul style="list-style-type: none">• Provides behavioral/crisis intervention for students and teachers• Develops and/or supports behavior management procedures in a building in cooperation with the administration and the building support team, i.e., SIT Team• Provides intensive one-to-one intervention with individual students when necessary to diminish inappropriate behaviors• Establishes specific behavioral programs to increase appropriate behaviors and decrease inappropriate behaviors of individual students• Reviews behavioral and/or instructional teaching programs carried out by classroom staff for relevancy and assists with program revisions when requested• Assists with the selection of the most appropriate data collection system, teaching strategies, and criteria for successful attainment of program objectives, if needed• Assists and models developmentally appropriate social skills lessons within the classroom setting• Advises classroom teachers in applying behavior management principles toward classroom organization, physical environmental factors, and general student management, if needed• Consults with parents on successful behavior management programs and suggests community resources• Establishes training in behavior management techniques and crisis intervention as necessary	

BEHAVIOR SPECIALIST, EARLY CHILDHOOD

ESSENTIAL RESPONSIBILITIES (Continued)
<ul style="list-style-type: none">• Serves on countywide committees to review Behavior Management Guidelines for Exceptional Students and recommends the establishment of county policies, if needed• Follows behavior management principles and discipline guidelines established by district policy• Establishes specific behavior management goals in conjunction with the teacher for IEP development• Serves as an active member of the building team in planning for individual needs of students and the overall behavior management of the school• Conducts group and individual counseling with students when necessary as part of the behavior interventions• Participates in the aggression control training component adopted by the district• Performs other related duties as required
TERMS OF EMPLOYMENT
<p><i>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 established by the District.</i></p> <p><i>Performance of the job will be evaluated in accordance with provisions of the School Board's policy on evaluation of personnel.</i></p> <p><i>The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities and duties required of those in this classification.</i></p>
HISTORY OF JOB CLASSIFICATION
ISSUED: 10/13 LM; BOARD APPROVED:

BEHAVIOR SPECIALIST, EARLY CHILDHOOD

WORKING CONDITIONS & PHYSICAL EFFORT:	Seldom Or Never	Monthly	Weekly	Daily	Hourly
1. Lift objects weighing up to 20 pounds		X			
2. Lift objects weighing 21 to 50 pounds	X				
3. Lift objects weighing 51 to 100 pounds	X				
4. Lift objects weighing more than 100 pounds	X				
5. Carry objects weighing up to 20 pounds		X			
6. Carry objects weighing 21 to 50 pounds	X				
7. Carry objects weighing 51 to 100 pounds	X				
8. Carry objects weighing 100 pounds or more	X				
9. Standing up to one hour at a time				X	
10. Standing up to two hours at a time	X				
11. Standing for more than two hours at a time	X				
12. Stooping and bending			X		
13. Ability to reach and grasp objects					X
14. Manual dexterity or fine motor skills					X
15. Color vision, the ability to identify and distinguish colors		X			
16. Ability to communicate orally					X
17. Ability to hear					X
18. Pushing or pulling carts or other such objects	X				
19. Proofreading and checking documents for accuracy					X
20. Using a computer to enter and transform words or data				X	
21. Using various technology tools				X	
22. Working in a normal office environment with few physical discomforts					X
23. Working in an area that is somewhat uncomfortable due to drafts, noise, temperature variation, or other conditions	X				
24. Working in an area that is very uncomfortable due to extreme temperature, noise levels, or other conditions	X				
25. Working with equipment or performing procedures where carelessness would probably result in minor cuts, bruises or muscle pulls	X				
26. Operating automobile, vehicle, or van	X				
27. Other physical, mental or visual ability required by the job	X				

PINELLAS COUNTY SCHOOL DISTRICT, FLORIDA

PCSB:
Instructional

FLSA: Exempt

TEACHER, EARLY CHILDHOOD
REPORTS TO: Site Administrator
SUPERVISES: Support Staff
QUALIFICATIONS: Bachelor's degree from an accredited college or university. Certification in Early Childhood Education, Prekindergarten/Primary, or Preschool Education (Birth to Age Four). Demonstrated experience working with preschool and/or kindergarten curriculum. If working at a licensed site, must meet all Pinellas County Licensing requirements including Introductory Child Care Training Part I and Part II and Literacy Requirement. Must begin training within the first ninety (90) days of employment and successfully complete training within 12 months from the date training begins. (If working in an infant/toddler classroom, the Infant Toddler Appropriate Practices must be completed within 90 days of being in that classroom.) PREFERRED: Eighteen (18) hours baccalaureate credit in early childhood course work.
MAJOR FUNCTION
The Early Childhood Teacher is responsible for creating and maintaining a safe and stimulating environment for young children, ages birth to four (4), and for guiding and directing their learning experiences within an early childhood setting.
ESSENTIAL RESPONSIBILITIES
<ul style="list-style-type: none">• Develops weekly plans and implements age-appropriate curriculum to nurture and stimulate all domains of the children's development in their care using the Florida Early Learning and Developmental Standards for the age group assigned• Provides a developmentally appropriate classroom environment that reflects the children's learning and growth• Plans, evaluates, and improves the physical environment in and outside of the classroom on an ongoing basis to create opportunities to meet the changing needs of the developing child• Performs ongoing evaluations of children as required by funding sources and develops lesson plans and follows curriculum implementation that addresses the individual needs and interests of each child• Provides responsive care to all children by adapting daily care giving routines• Maintains ongoing, open communication with parents/caregivers• Ensures that each family receives an opportunity to build strong relationships and experience clear communication with teaching staff• Plans periodic parent conferences to discuss children's developmental progress, needs, and interests• Provides a classroom environment that encourages parent participation• Confers with families, the principal, and/or supportive personnel regarding the child's academic and social development• Maintains accurate, complete, and timely records as required• Participates in professional development activities related to performing job responsibilities• Fulfills all federal, state, county, and other applicable regulations and guidelines as required by the program

TEACHER, EARLY CHILDHOOD

ESSENTIAL RESPONSIBILITIES (Continued)
<ul style="list-style-type: none">• Applies knowledge of child growth and development• Works collaboratively with other staff to develop and implement curriculum• Develops appropriate Individual Education Plans (IEPs) if required, including determining present levels of performance, annual goals, and benchmarks or short-term objectives• Plans and implements appropriate accommodations and/or modifications for students with disabilities to be successful in the general education setting• Schedules and conducts IEP meetings with parents and appropriate school and agency personnel if required• Performs other related duties as required
TERMS OF EMPLOYMENT
<p><i>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 established by the District.</i></p> <p><i>Performance of the job will be evaluated in accordance with provisions of the School Board's policy on evaluation of personnel.</i></p> <p><i>The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities and duties required of those in this classification.</i></p>
HISTORY OF JOB CLASSIFICATION
ISSUED: 10/13 LM

TEACHER, EARLY CHILDHOOD

WORKING CONDITIONS & PHYSICAL EFFORT:	Seldom Or Never	Monthly	Weekly	Daily	Hourly
1. Lift objects weighing up to 20 pounds				X	
2. Lift objects weighing 21 to 50 pounds	X				
3. Lift objects weighing 51 to 100 pounds	X				
4. Lift objects weighing more than 100 pounds	X				
5. Carry objects weighing up to 20 pounds				X	
6. Carry objects weighing 21 to 50 pounds	X				
7. Carry objects weighing 51 to 100 pounds	X				
8. Carry objects weighing 100 pounds or more	X				
9. Standing up to one hour at a time				X	
10. Standing up to two hours at a time	X				
11. Standing for more than two hours at a time	X				
12. Stooping and bending				X	
13. Ability to reach and grasp objects				X	
14. Manual dexterity or fine motor skills					X
15. Color vision, the ability to identify and distinguish colors	X				
16. Ability to communicate orally					X
17. Ability to hear					X
18. Pushing or pulling carts or other such objects			X		
19. Proofreading and checking documents for accuracy					X
20. Using a computer to enter and transform words or data					X
21. Using various technology tools					X
22. Working in a normal office environment with few physical discomforts	X				
23. Working in an area that is somewhat uncomfortable due to drafts, noise, temperature variation, or other conditions	X				
24. Working in an area that is very uncomfortable due to extreme temperature, noise levels, or other conditions	X				
25. Working with equipment or performing procedures where carelessness would probably result in minor cuts, bruises or muscle pulls	X				
26. Operating automobile, vehicle, or van	X				
27. Other physical, mental or visual ability required by the job.	X				

Teacher, Early Childhood – INS