

# SCHOOL DISTRICT OF SARASOTA COUNTY

## JOB DESCRIPTION

### DIRECTOR, PRESCHOOL

**SALARY SCHEDULE: ADMINISTRATIVE – G**

**COST CENTER: (9003)**

#### QUALIFICATIONS:

- Master's Degree from an accredited educational institution in Early Childhood Education and/or related field.
- Certification in Administration and Supervision required.
- Minimum of five (5) years successful experience working with birth through age 5 population.

#### KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of current federal laws, regulations and interpretations, governing the design and implementation of early childhood programs.
- Knowledge of principles and concepts for continuous quality improvement in early learning and Prekindergarten (PK) programming opportunities, including for Exceptional Student Education (ESE) preschool programming throughout the community.
- Ability to supervise the development of implementation and monitoring of the program, staff and related activities.
- Ability to communicate effectively, both orally and in writing and to prioritize functions and manage time effectively.

#### REPORTS TO:

Executive Director or Designee

#### JOB OBJECTIVE:

To provide leadership, coordination and administrative oversight for district preschool programs including meeting overall state indicators while enhancing customer service, productivity and efficiency, operating under Federal, State and School district policies and procedures.

#### SUPERVISES:

Preschool District Instructional and Classified Staff

#### PERFORMANCE RESPONSIBILITIES:

- Annual review and establishment of baseline data, setting and system level considerations, including identification of new and potential funding sources.
- Determine programming, staffing needs and models (including access and equity).
- Foster internal and external partnerships, including with the Division of Early Learning through the Florida Department of Education (FDOE).
- Assess, update and improve PK transition planning for students entering Kindergarten (both internally and with community partners/preschool programs) throughout the Sarasota community.
- Ensure continuation of high-quality implementation of evidence-based practices through the development of professional learning and supports for all programs.
- Assist in the development of policies and related procedures for the preschool district diagnostic team and school-based preschool programming.
- Maintain a close working relationship with school administrators to ensure information exchange, coordination of efforts and general support for the decision-making process. Provide technical assistance, as needed.
- Work with school and district personnel in obtaining information regarding the effectiveness of preschool programming implementation.

## **DIRECTOR, PRESCHOOL (Continued)**

- Collaborate with appropriate personnel in planning, modification and construction of additional preschool facilities, as needed.
- Develop, oversee and assist with budgets, special programs, grants and assure that expenditures are in accordance with budget allocations and the District's strategic plan for early learning and PK programming.
- Direct Summer Voluntary PK (VPK) program(s) and assist with ESE preschool programs.
- Supervise and coordinate the monitoring of preschool programs to ensure compliance with the appropriate laws/regulations governing the program applications.
- Work cooperatively with related departments for preschool programming (Research, Assessment and Evaluation (RAE), Elementary Education, Exceptional Student Education (ESE), Student Services, English Speakers of Other Languages (ESOL), etc.)
- Submit completed project and grant applications to the School Board and the FDOE as required.
- Supervise and maintain compliance in the implementation of preschool assessments, diagnostics and record transfer system, according to FDOE.
- Actively participate in community networking to sustain and enhance the program.
- Interact with parents, outside agencies, businesses and the community to enhance understanding of District initiatives and priorities and to elicit support and assistance.
- Respond to inquiries or concerns in a timely manner.
- Keep the Executive Director informed, through appropriate channels, of potential problems or unusual events.
- Work closely with District and school teams to support preschool initiatives and processes.
- Disseminate information and current research to appropriate personnel.
- Promote and support professional growth for self and others.
- Maintain expertise in assigned areas to fulfill project goals and objectives.
- Facilitate the development, implementation and evaluation of staff development activities in assigned areas.
- Develop annual goals and objectives for early learning and PK programming consistent with and in support of District goals and priorities.
- Attend training, conferences and workshops to keep abreast of current practices, programs and legal issues.
- Supervise assigned personnel, conduct annual performance appraisals and make recommendations for appropriate employment action.
- Prepare or oversee the preparation of all required reports and maintain appropriate records.
- Serve on District, state or community councils or committees as assigned or appropriate.
- Represent, consistently, the District in a positive and professional manner.
- Utilize appropriate strategies and problem-solving tools to make decisions concerning planning, utilization of funds, delivering services and evaluation of services provided for early learning and preschool programming.
- Assist in implementing the District's goals and strategic commitments.
- Exercise proactive leadership in promoting the vision and mission of the District.
- Provide oversight and direction for cooperative planning with other agencies for preschool programming.
- Use appropriate styles and methods to motivate, gain commitment and facilitate task accomplishment.
- Perform other incidental tasks consistent with the goals and objectives of this position.
- Every Sarasota County Schools employee has emergency response responsibilities, though not every position will require routine assignments during an emergency event. All employees are subject to recall around the clock for emergency response operations, which may require irregular work hours, work at locations other than the normal work location, and may include duties other than those specified in the employee's official job description. Assignments in support of emergency operations may be extensive in nature, with little advance notice, and may require employees to relocate to emergency sites with physically and operationally challenging conditions.

### **PHYSICAL REQUIREMENTS:**

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.

**DIRECTOR, PRESCHOOL** (Continued)

**EVALUATION:**

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

**Job Description Supplement No. 11**