



DIRECTOR – EARLY CHILDHOOD AND TITLE I PROGRAMS

SUMMARY/SCOPE/GOAL

To develop, implement and update Brevard County Early Childhood Education Programs and the Title I Program.

QUALIFICATIONS

EDUCATION AND RELEVANT EXPERIENCE REQUIREMENTS:

REQUIRED:

- Master's Degree from an accredited educational institution.
- Minimum of three (3) years successful experience as a school principal, preferably in Florida.
- Minimum of three (3) years successful experience in primary classroom training.

PREFERRED/DESIRED:

CERTIFICATIONS AND LICENSES:

REQUIRED:

- Certified as a School Principal and in Elementary Education by the State of Florida.
- Valid State Driver's License.

PREFERRED/DESIRED:

PERFORMANCE RESPONSIBILITIES

ESSENTIAL FUNCTIONS:

The tasks/competencies listed below represent most of the time spent working in this position. Supervisor may assign additional tasks within the scope of this classification as necessary.

1. Redefine screening procedures.
2. Assist in determining scores and procedures to staff students in instructional strategies.
3. Develop record-keeping procedures to keep data required by state and federal programs.
4. Cooperate with the Professional Development Council and Staff Development in providing needed in-service to Pre-K – 3 teachers and Title I personnel.
5. Develop a parenting program and/or other programs to actively involve parents in the educational process.
6. Cooperate with Exceptional Education in screening for the providing special services for Pre-K-3 students.
7. Develop needed changes in School Board policy to effectively implement requirements of state statutes relative to entry age, compulsory attendance, promotion and health requirements.
8. Cooperate with Health and Rehabilitative Services in providing expanded health services to Preschool – grade 3 students as outlined in state statute.
9. Develop effective and relevant dismissal criteria for the programs and recommend instruments to measure mastery of the criteria.
10. Develop criteria and effective plans for utilizing the elementary and primary specialists in grades Pre-K - 6.
11. Develop and implement Head Start, Florida First Start, Even Start, and Pre-kindergarten Early Intervention Programs.

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12. Develop and monitor budgets of all Pre-K Programs (Pre-K, Head Start, Florida First Start and Even Start), Early Childhood Education, and Title I Programs.
13. Develop and implement varied staff development activities for Pre-K and Title I.
14. Collaborate with district personnel as needed.
15. Serve as Head Start Program Director.
16. Serve on various committees related to early childhood and Title I Programs.
17. Serve as spokesperson for Early Childhood/Pre-K/Title I/Head Start.
18. Negotiate contractual agreements for Pre-K with Early Learning Coalition and other identified community agencies.
19. Update and assist principals, assistant principals and elementary and primary specialists in Early Childhood Education and Title I Programs.
20. Coordinate the development and implementation of the Title I and Head Start grants.
21. Travel to District schools and other sites within the District.
22. Attend state and national meetings as appropriate to support Early Childhood Education and Title I Programs.

OTHER DUTIES:

Provide outstanding customer service and use positive interpersonal communications skills. Make all decisions and perform all tasks in accordance with Brevard Public Schools' strategic plan, vision, and mission. Ensure compliance with Board rules and applicable federal laws and regulations.

KNOWLEDGE, SKILLS, AND ABILITIES/TRAINING AND EQUIPMENT USAGE

JOB RELATED:

Understanding of the young child and child development; understanding of how developmental levels relate to learning and curriculum; knowledgeable about current and developmentally appropriate issues in curriculum; aware of current research on children and families; e.g., effects of poverty, etc. Knowledge about Districts' economic status and relevancy to education; awareness of programs available through interagency collaboration; ability to establish a network of resources for early childhood issues, possess and exhibit effective interpersonal skills, ability to use a personal computer.

GENERAL:

Knowledge and use of time management and organizational systems. Skill in meeting and exceeding customer/stakeholder expectations within the precincts of policy, procedure, and sound judgement. Skill in active listening and social perceptiveness. Ability to communicate effectively orally and in writing. Ability to use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems. Ability to sustain focus and attention to detail for extended periods of time.

TRAINING:

EQUIPMENT:

Use office machines such as large volume copiers, printers, or calculators. Use computers for email, word processing, intra/internet, data entry, spreadsheets, service ticket responses, presentations, or custom applications.

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PHYSICAL DEMANDS/WORK ENVIRONMENT

PHYSICAL REQUIREMENTS:

(S) SEDENTARY WORK

Exerting up to 10 pounds of force occasionally (Occasionally: activity or condition exists up to 1/3 of the time) and/or a negligible amount of force frequently (Frequently: activity or condition exists from 1/3 to 2/3 of the time) to lift, carry, push, pull, or otherwise move objects, including the human body. Sedentary work involves sitting most of the time but may involve walking or standing for brief periods of time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

POTENTIAL ENVIRONMENTAL CONDITIONS/HAZARDS:

Indoor office environment most often with Indoor/Outdoor movement between pods/locations frequently. Intermittent noise and activity level. Requires Sitting, Standing, Walking, Bending, Stooping, Kneeling, Finger Dexterity, Talking, Hearing, and Visual Acuity frequently.

TRAVEL:

Travel between sites often. Travel out of county rarely.

FOR HR USE ONLY:

DIVISION:	Leading and Learning	DEPARTMENT:	Elementary Leading and Learning
TITLE CODE:	D0263	CONTENT BY:	Elementary Leading and Learning
GRADE:	29	COMPENSATION:	Human Resources
UNIT:	NB	LABOR RELATIONS:	Karyle Green, Ed.D.
LAST BOARD APVD:	submitted 6/22/2021	CLASSIFICATION:	Beth Thedy, Ed.D.

REV:	DATE:	REVISION CONTROL:	INITIATED BY:
1.0	01/23/96	Initial Release	Elementary Leading and Learning
2.0	06/12/01	REVISED	Elementary Leading and Learning
3.0	06/12/12	REVISED	Elementary Leading and Learning
3.1	07/01/19	REVISED: New format	Human Resources
4.0	6/22/2021	Update grade to 29	Beth Thedy, Ed.D.

The above information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job. Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

Brevard Public Schools (BPS) is an equal opportunity/affirmative action employer committed to achieving excellence and strength through diversity. BPS seeks a wide range of applicants for its positions so that one of our core values, a qualified and diverse workforce, will be affirmed. Americans with Disabilities Act (ADA) compliance requires BPS to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.