

SCHOOL DISTRICT OF SARASOTA COUNTY

JOB DESCRIPTION

ADMINISTRATIVE ASSISTANT III / PRESCHOOL DIRECTOR

SALARY SCHEDULE: SSP-9

COST CENTER: SARASOTA COUNTY TECHNICAL INSTITUTE (0391)

QUALIFICATIONS:

- (1) Florida Child Care Professional Credential (FCCPC).
- (2) Florida Child Care and Education Director Credential.
- (3) National Child Development Associate Credential preferred.
- (4) Must have full time work experience in a Florida childcare facility.
- (5) Must have current Pediatric CPR, First Aid, and CPI Restraint credentials.
- (6) Associates Degree in child care related field preferred.
- (7) Must receive a minimum score of 90% on Microsoft Word test.
- (8) Must receive a minimum score of 65% on Microsoft Excel test.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of best practice child care procedures, Florida Child Care Law, Local/State and Federal Child Care regulations and resources, Florida Department of Education (FDOE) early childhood education curriculum frameworks, Sarasota County Schools and FDOE ESE/VPK/Pre-school/CTE policies and resources. Desktop publishing proficiency, school and child care center equipment operation, excellent oral and written communication skills and public speaking ability, proven organizational and administrative skills, bookkeeping and budgeting knowledge. Abilities include confidentiality maintenance, time and resource management, professionalism in internal and external public relationship building, demonstrated success at dealing effectively with partners and regulatory agencies, demonstrated success leading staff, volunteers, children, parents and partners toward excellence and continuous improvement.

REPORTS TO:

Principal or designee

JOB GOAL

To support the Sarasota County Technical Institute's Tech Tots Preschool program including maintaining the Look for the Stars 5 Star rating, enrollment levels within 10% of capacity, while enhancing customer service, productivity and efficiency, operating under school district policies and state regulatory (licensure) requirements.

SUPERVISES:

N/A

PERFORMANCE RESPONSIBILITIES:

- (1) Overall administration and operation of the SCTI Tech Tots Preschool
- (2) Preschool policy and procedure development, implementation and oversight
- (3) Ensure safety standards are met at all times
- (4) Provide quality customer service to parents, children, staff, and community members
- (5) Actively provide and/or facilitate professional development for preschool staff
- (6) Actively participate in community networking to sustain and enhance the program

ADMINISTRATIVE ASSISTANT III / PRESCHOOL DIRECTOR (Continued)

- (7) Demonstrate timely submittal of all reporting required by law and the school district for center operation that Tech Tots collaborates including but not limited to ELC, ESE, State of Florida, DCF, FDOE, Look for the Stars, Growing Healthy Kids.
- (8) Maintain and monitor the Tech Tots preschool budget
- (9) Maintain current bookkeeping for all student tuition payment schedules including a system for the collection of past due balances.
- (10) Ensure consistent best practices in early child development are demonstrated daily through a current knowledge of state and national child care laws, research and methods.
- (11) Provide administrative support including producing, processing, submitting, and filing for all reporting, correspondence, licensure, advisory committee documents, food ordering, and electronic requisition purchase requests.
- (12) Other duties as assigned to support the Tech Tots preschool and SCTI's Early Childhood Education Program.

PHYSICAL REQUIREMENTS:

Able to move quickly, handle long periods of standing, walking, sitting on the floor or a low chair.
Able to lift or maneuver up to 60 lbs.

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.

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. 05

*Essential Performance Responsibilities