

# SCHOOL DISTRICT OF SARASOTA COUNTY

## JOB DESCRIPTION

### SUPERVISOR, PRESCHOOL

**SALARY SCHEDULE: ADMINISTRATIVE - E**

**COST CENTER: PUPIL SUPPORT SERVICES (0292)**

**QUALIFICATIONS:**

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

**KNOWLEDGE, SKILLS AND ABILITIES:**

Knowledge of current federal laws, regulations and interpretations, governing the design and implementation of early childhood programs. Responsible for providing program assistance and guidance in the area of curriculum for developmentally appropriate early childhood programs, using developmentally appropriate practices. Will work cooperatively with support staff in the development of implementation and monitoring of the program, staff and related activities.

**REPORTS TO:**

Executive Director, Pupil Support Services

**JOB GOAL**

To support district preschool programs including meeting overall state indicators while enhancing customer service, productivity and efficiency, operating under school district policies and procedures.

**SUPERVISES:**

Instructional and Classified Preschool Staff

**PERFORMANCE RESPONSIBILITIES:**

- \* (1) Supervise and actively participate in monitoring preschool programs to ensure compliance with the appropriate laws/regulations governing the program applications.
- \* (2) Work cooperatively with the Departments of Professional Development, Teacher Appraisal and curriculum.
- \* (3) Submit completed applications to the School Board and the Department of Education (DOE) as required.
- \* (4) Supervise and maintain compliance in the implementation of preschool assessments, diagnostics and record transfer system, according to FLDOE.
- \* (5) Actively provide and or coordinate professional development for preschool staff.
- \* (6) Actively participate in community networking to sustain and enhance the program.
- \* (7) Interact with parents, outside agencies, businesses and the community to enhance understanding of District initiatives and priorities and to elicit support and assistance.
- \* (8) Respond to inquiries or concerns in a timely manner.
- \* (9) Keep the Executive Director informed, through appropriate channels, of potential problems or unusual events.
- \* (10) Work closely with District and school staffs to support school improvement initiatives and processes.
- \* (11) Disseminate information and current research to appropriate personnel.
- \* (12) Facilitate the development, implementation and evaluation of staff development activities provided in assigned areas.
- \* (13) Promote and support professional growth for self and others.
- \* (14) Develop annual goals and objectives for professional consistent with and in support of district goals and priorities.
- \* (15) Maintain a network of peer contacts through professional organizations.

## **SUPERVISOR, PRESCHOOL (Continued)**

- \* (16) Attend training sessions, conferences and workshops to keep abreast of current practices, programs and legal issues.
- \* (17) Supervise assigned personnel, conduct annual performance appraisals and make recommendations for appropriate employment action.
- \* (18) Prepare or oversee the preparation of all required reports and maintain appropriate records.
- \* (19) Serve on District, state or community councils or committees as assigned or appropriate.
- \* (20) Consistently represent the District in a positive and professional manner.
- \* (21) Provide leadership and direction for the assigned areas of responsibility.
- \* (22) Utilize appropriate strategies and problem-solving tools to make decisions concerning planning, utilization of funds, delivering services and evaluation of services provided.
- \* (23) Assist in implementing the District's goals and strategic commitments.
- \* (24) Exercise proactive leadership in promoting the vision and mission of the District.
- \* (25) Provide oversight and direction for cooperative planning with other agencies.
- \* (26) Set high standards and expectations for self and others.
- \* (27) Demonstrate initiative in identifying potential problems or opportunities for improvement and take appropriate action.
- \* (28) Use appropriate styles and methods to motivate, gain commitment and facilitate task accomplishment.
- \* (29) Perform other incidental tasks consistent with the goals and objectives of this position.

### **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.

### **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. 12**

\*Essential Performance Responsibilities