

TITLE: **TEACHER ON SPECIAL ASSIGNMENT (Early Childhood) FLSA: Exempt**

QUALIFICATIONS:

1. Bachelor's Degree with certification in Early Childhood and with three years successful primary experience.
2. Hold or be eligible for certification by the State of Florida in Exceptional Student Education and Early Childhood.
3. Such additional or alternative qualifications to the above as the Board may find appropriate and acceptable.

REPORT TO: **Elementary Supervisor/Administrative Assignment to a Principal**

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| <u>JOB GOAL:</u> | To coordinate the District Prekindergarten and Early Childhood Programs and to serve as a Liaison between other pre-school programs in Sumter County and the school system. |
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PERFORMANCE RESPONSIBILITIES: * Essential Performance Responsibilities

The Prekindergarten Specialist shall possess both those competencies for instructional staff as well as the competencies listed below:

- * 1. Keeping abreast of the current trends in Prekindergarten and Early Educational Programs.
- * 2. Assisting in the coordination of all services and program elements in the Voluntary Prekindergarten Program.
- * 3. Providing supportive academic services to teachers, students, parents, and community agency personnel.
- * 4. Assisting in the preparation of reports and assuming the responsibility for the keeping of current and efficient records and procedures for the Voluntary Prekindergarten Program.
- * 5. Assisting in coordination of other pre-school programs with school district programs.
- * 6. Facilitating parental involvement and parent education programs.
- * 7. Assisting with inservice activities for Prekindergarten teachers, volunteers, parents, aides, administrators, and other appropriate personnel.
- * 8. Supporting and assisting teachers in implementing teaching strategies, identifying appropriate activities, organizing and managing the classroom, selecting materials, identifying specific needs of children.
- * 9. Facilitating and assisting schools with all early childhood assessments and screenings.
- * 10. Attend various trainings and conferences surrounding early childhood education.
- 11. Perform such other duties as the principal or supervisor may assign.

PHYSICAL REQUIREMENTS:

The physical requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of the job.

While performing the duties of this job, the employee is regularly required to sit; use hands to manipulate objects, tools, or controls; reach with hands and arms; and talk and hear.

The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.

Noise level in the work environment is usually moderate.

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 Board.

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