

**SCHOOL DISTRICT OF OKALOOSA COUNTY
JOB DESCRIPTION FOR INSTRUCTIONAL PERSONNEL**

IT IS THE POLICY OF THE SCHOOL DISTRICT OF OKALOOSA COUNTY NOT TO DISCRIMINATE AGAINST EMPLOYEES OR APPLICANTS EMPLOYMENT ON THE BASIS OF RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, MARITAL STATUS, AGE, OR HANDICAP. IT IS THE POLICY OF THE SCHOOL DISTRICT OF OKALOOSA COUNTY TO HIRE ONLY U. S. CITIZENS AND ALIENS LAWFULLY AUTHORIZED TO WORK IN THE UNITED STATES. THESE POLICIES SHALL APPLY TO RECRUITMENT, EMPLOYMENT, TRANSFERS, COMPENSATION, AND OTHER ITEMS AND CONDITIONS OF EMPLOYMENT.

Position Title: TSA - Early Intervention Pre-kindergarten Coordinator
Reports to: Program Director

Minimum Eligibility Requirements:

Holds a valid Florida Educator's Certificate with coverage in early childhood or primary education. Minimum of five (5) years successful teaching experience in the primary program. Any alternative qualifications as the Board may find appropriate.

Communication Skills:

Demonstrates articulate speech. Uses vocabulary appropriate to task and student ability. Writes with appropriate grammar, spelling and structure. Communicates effectively with students, parents, and administrators.

Specialization Competence:

Demonstrates proficiency in area of specialization. Uses subject area materials appropriately.

Administrative/Supervisory Requirements:

Keeps appropriate records. Maintains effective lesson plans. Conforms to rules and policies of the district, school, and state.

Instructional/Evaluation Procedures:

Makes effective use of time. Provides instructional orientations, transitions and clear directions. Uses effective questioning techniques. Develops concepts and provides appropriate reviews, practice and corrective feedback. Uses appropriate evaluative techniques. Analyzes and interprets test results.

Management Techniques:

Establishes rules; monitors rules consistently and fairly. Maintains academic focus. Establishes routines for use of materials. Controls and stops spread of misconduct. Maintains instructional momentum.

Interpersonal Relationships:

Provides a supportive atmosphere; establishes and maintains effective relationships with students, peers, and parents.

Physical Demands:

The physical demands described here are representative of those essential for an employee to successfully perform the functions of this job. Reasonable accommodations may be made for individuals with disabilities.

The employee is frequently required to stand, talk, hear, walk, and sit. The employee may occasionally push or lift up to 50 pounds. The employee demonstrates physical energy commensurate with assigned tasks and controls emotions appropriately.

Work Environment:

The noise level in the work environment is moderate to loud. Duties are performed indoors and occasionally outdoors.

(over)

Job Goal:

To plan, develop and implement pre-kindergarten programs for four-year-old children who are educationally and economically disadvantaged.

Essential Duties and Responsibilities:

1. Serves as the coordinator of the pre-kindergarten programs by assuring compliance with the plan and coordinating the development of any new pre-kindergarten units for 1990 and beyond.
2. Facilitates the development and implementation of a developmental curriculum for four-year-old children.
3. Guides and assists teachers in providing for an environment that supports the acquisition of appropriate skills and concepts centered around oral language expression, listening skills, problem solving and exploration.
4. Assumes primary responsibility for requisitioning and maintaining needed equipment and supplies for the pre-kindergarten program.
5. Prepares and administers the annual budget for pre-kindergarten programs.
6. Provides inservice education and serves as a consultant to teachers and school staff members on active learning approaches and appropriate methods for four-year-old children.
7. Provides leadership in parent education programs by serving as focal point for organization and coordination.
8. Facilitates communication between school personnel, parents, health care personnel and other support service to assure the provision of the most appropriate totally integrated program for four-year-old children.
9. Directs and assists in screening to identify the academically high-risk four-year-old students and assist in maintaining the evaluation design of the program.
10. Maintains lists of referred, screened and eligible students as well as a directory of outside agencies, consultants, specialists and related services.
11. Participates in professional inservice activities which will enhance the pre-kindergarten program.
12. Coordinates with the Okaloosa County Health Department and other community agencies.
13. Works cooperatively with the Interagency Coordinating Council.
14. Abides by all policies of the Okaloosa County School Board.
15. Performs other tasks as assigned within the limits of the Master Contract.

Terms of Employment/Length of Employment:

Twelvemonth. Salary is based on adopted salary schedule for instructional personnel.

Evaluation:

Annual performance evaluation in accordance with the Master Contract, local policies, and state law.