

Title: Education/disabilities Professional Development Manager

GENERAL DESCRIPTION

The essential function of the position within the organization is to provide professional coaching and training to staff in the development, implementation and oversight of the District's Early Childhood Programs. The position is responsible for providing training and consultation to district/school staff, ensuring district compliance with all applicable laws and regulations, preparing assessment data reports and analyses, and performing related work as assigned. The position works independently, reporting major activities through periodic meetings with the program supervisor/administrator.

Primary Duties:

This list represents the essential tasks performed by the position. These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other duties as assigned.

Implements, oversees and evaluates the effectiveness of the District's Head Start educational/disabilities services; guides curriculum and program planning, development, and training, in service area.

Ensures proper implementation of program standards and school readiness goals.

Serves as resource for teachers; analyzes data and completes reports related to provision of educational services; may supervise classroom and other education staff.

Makes recommendations for changes in policies and procedures to the programs' administrator as necessary to maintain compliance.

Assists in the development of annual program plans, goals and objectives and methods of measuring program success.

Collaborates with District management, other departments and agencies to implement Head Start and VPK standards to improve services.

Interprets the District's Head Start and VPK Program goals, objectives and related policies to the general public; creates and coordinates the dissemination of printed materials promoting the programs.

~~Provides guidance and/or assists in determining eligibility for Head Start enrollment.~~

Ensures that parents of program-eligible students are provided with appropriate information and resources.

Plans and implements in-service workshops and other staff development opportunities to increase teacher and staff knowledge and skills in areas of responsibility; visits classrooms and meets with teachers; models instructional techniques in the classroom as necessary.

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Approves teachers' and staff requests for program supplies, field trips and equipment.

Assists principals in monitoring Head Start staff for compliance with standards.

~~Monitors the provision of services for Head Start children with disabilities.~~

Reviews, analyzes and interprets assessment data; prepares assessment reports as requested.

Compiles data for and prepares various statistical, administrative and professional reports as required by the District, Program Supervisor/Coordinator, state Department of Education and/or other agencies.

Receives and responds to inquiries, concerns and complaints regarding issues, programs, policies and procedures in areas of responsibility.

Facilitates and/or participates in frequent meetings with teachers, principals and administrators and the programs' supervisor/coordinator to discuss issues in areas of responsibility.

Attends training, conferences, meetings and workshops as appropriate to enhance job knowledge and skills.

Performs routine administrative/office tasks as required, including but not limited to preparing reports and correspondence, copying and filing documents, answering the telephone, sending and receiving faxes, entering and retrieving computer data, ordering supplies.

Participates in interviewing prospective teachers and ensuring staff credentials are met and updated as needed.

Volunteer program – set up and training.

Gather and submit data for Head Start Grant, Annual Report, and Self-Assessment in conjunction with other Head Start service areas.

Maintain CLASS Certification. Conduct CLASS observations and Coaching.

Assist in the monitoring of professional growth plans and assist with instructional staff evaluations annually.

Other Duties:

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice. Employees are expected to fulfill other duties as assigned.

GENERAL RESPONSIBILITIES AND REQUIREMENTS

Data Responsibility: *“Data Responsibility” refers to information, knowledge, and conceptions obtained by observation, investigation, interpretation, visualization, and mental creation. Data are intangible and include numbers, words, symbols, ideas, concepts, and oral verbalizations.*

Compiles, examines, or evaluates data or information and possibly recommends action based on results.

People Responsibility: *“People Responsibility” refers to individuals who have contact with or are influenced by the position.*

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Instructs or trains others through coaching, explanation, demonstration, and supervised practice, or by making recommendations on the basis of technical disciplines.

Assets Responsibility: *“Assets Responsibility” refers to the responsibility for achieving economies or preventing loss within the organization.*

Requires some responsibility for achieving minor economies and/or preventing minor losses through the handling of or accounting for materials, supplies, or small amounts of money.

Mathematical Requirement: *“Mathematics” deals with quantities, magnitudes, and forms and their relationships and attributes by the use of numbers and symbols.*

Uses addition, subtraction, multiplication, and division; may compute ratios, rates, and percents.

Communications Requirements: *“Communications” involves the ability to read, write, and speak.*

Reads journals and manuals; prepares specialized reports and business letters using proper format and grammar; speaks to groups of employees and people outside the organization.

Complexity of Work: *“Complexity of Work” addresses the analysis, initiative, ingenuity, creativity, and concentration required by the position and the presence of any unusual pressures.*

Performs coordinating work involving guidelines and rules with constant problem solving; requires continuous, close attention for accurate results or frequent exposure to unusual pressure.

Impact of Decisions: *“Impact of Decisions” refers to consequences such as damage to property, loss of data or property, exposure of the organization to legal liability, or injury or death to individuals.*

Makes decisions with moderately serious impact - affects work unit and may affect other units or citizens.

Equipment Usage:

“Equipment Usage” refers to inanimate objects such as substances, materials, machines, tools, equipment, work aids, or products. A thing is tangible and has shape, form, and other physical characteristics.

Handles machines, tools, equipment, or work aids involving some latitude for judgment regarding attainment of standard or in selecting appropriate items.

Safety of Others: *“Safety of Others” refers to the responsibility for other people’s safety, either inherent in the job or to assure the safety of the general public.*

Requires some responsibility for safety and health of others and/or for occasional enforcement of the standards of public safety or health.

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EDUCATION AND EXPERIENCE REQUIREMENTS

Education Requirements: *“Education Requirements” refers to job specific training and education required for entry into the position.*

Requires a minimum of a bachelor’s degree in early childhood education or the equivalent.

Master’s degree is preferred.

Experience mentoring or coaching other pre-school teachers is preferred.

5 years classroom teaching experience preferred.

Licenses Certifications Registrations Required: *“Licenses, Certifications, and Registrations” refers to professional, state, or federal licenses, certifications, or registrations required to enter the position.*

Requires a valid state driver’s license.

Must possess State of Florida teacher certification.

CLASS Certified Observer certification preferred.

CLASS Group Coaching Certification preferred.

Experience Requirements: *“Experience Requirements” refers to the amount of work experience that is required for entry into the position that would result in reasonable expectation that the person can perform the tasks required by the position.*

Requires ~~5 years of work~~ related to Head Start Program content areas to meet compliance with Head Start Standards.

Bilingual Spanish or Haitian Creole speaking is preferred.

TECHNOLOGY AND COMPUTER PROGRAMS

Be proficient in Microsoft Word, Excel, Google drive, Google Teams.

Other programs used are Child Plus software, Teaching Strategies Gold, Bright Beginnings VPK assessment, Ages and Stages, Waterford Early Learning Program, and Renaissance STAR Early Literacy

LEADERSHIP/SUPERVISORY RESPONSIBILITIES:

Communicate with teachers the needs and progress of students, based on data. Assist in providing materials, strategies, resources or trainings to help students/teachers grow and achieve program goals.

PERSONAL/ORGANIZATIONAL CONTACTS:

You will have regular contact with students, families, and other staff. The purpose of contact is to explain and teach support strategies, reports, progress and student needs. Some information may be sensitive and confidential, requiring discretion.

WORKING/ENVIRONMENTAL CONDITIONS:

Travel to other sites is required. A home office will be established at the closest site available to you. Be prepared to transport materials, supplies and references for classroom support and professional development activities.

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AMERICANS WITH DISABILITIES REQUIREMENTS

Physical Demands: *“Physical Demands” refers to the requirements for physical exertion and coordination of limb and body movement.*

Requires sedentary work involving standing or walking for brief periods, exerting up to 10 pounds of force on a regular basis, and some dexterity in operating office equipment.

Unavoidable Hazards: *“Unavoidable Hazards” refers to unusual conditions in the work environment that may cause illness or injury.*

The position is exposed to no unusual environmental hazards.

Sensory Requirements: *“Sensory Requirements” refers to hearing, sight, touch, taste, and smell necessary to perform the tasks required by the position efficiently.*

The position requires normal visual acuity and field of vision, hearing and speaking abilities, color perception.

American With Disabilities Act Compliance:

ADA requires the District to provide adequate accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

Term of Employment:

Annual Contract

Reports To:

Supervisor/Coordinator Grants Management

Supervises:

General Staff

PAY GRADE: From: HS009 To: HS009

Exempt

Number of Months: 12 Number of Days: 254 Hours: 8

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee _____ Date _____ Board Approved 3/18/2016