

## School District of Santa Rosa County Job Description

### Deputy Director of Exceptional Student Education

<b>Reports to:</b> Director Of Exceptional Student Education	<b>FLSA Status:</b> Exempt
<b>Department:</b> Curriculum, Instruction & Assessment	<b>Prepared by:</b> Human Resources
<b>Date:</b> April 24, 2014	<b>Evaluation Code:</b> 12071

#### **Principal Duties and Responsibilities (Essential Functions):**

- Assist in initiating, evaluating, and coordinating the development and implementation of the District exceptional student education and student services programs.
- Assist the Director of Exceptional Student Education in organization analysis and development.
- Prepare appropriate administrative reports.
- Communicate and work effectively with staff members and school personnel.
- Coordinate District and state assessment programs as related to Exceptional Student Education.
- Work with parent groups and community agencies in the area of exceptional student education.
- Work with principals and departments in planning and implementing programs, construction of facilities and solutions to problems.
- Assist in developing in-service training programs for exceptional education teachers.
- Assist in developing educational programs for exceptional students.
- Use effective positive interpersonal communication skills.
- Assist in interviewing applicants and assist in securing faculty and staff members.
- Represent District at appropriate conferences and workshops.
- Assist in administering budgets and federal projects.
- Assist in determining the placement of ESE programs.
- Implement ESE initiatives and mandates.
- Ensure compliance with state and federal laws, statutes, and regulations as it relates to Exceptional Student Education.
- Ensure appropriate IEP compliance for ESE students in general programs.
- Assist in the coordination of transportation services for ESE students.
- Serve as member of Expulsion Review Committee, or provide designee.
- Perform other incidental tasks consistent with the goals and objectives of this position.

#### **Supervision Received:**

Director of Exceptional Student Education

#### **Supervision Exercised:**

ESE teachers on special assignment, ESE teachers as assigned  
Program Facilitators as assigned, Liaisons as assigned, Administrators as assigned,  
Appropriate Office and Support Staff as assigned

#### **Minimum Qualifications & Skills Required:**

1. Master's degree or higher from an accredited institution.
2. Currently hold or eligible for Florida certificate and certification in one area of exceptional student education and certification in administration and supervision, educational leadership, or school principal.
3. Minimum of eight years' experience in public school education, two of which must have been in administration and supervision. Four of the eight years must have been in exceptional student education.

**Preferred:**

Three years' experience as a School Principal

**Physical Demands:**

Exerting up to 20 lbs. of force occasionally and/or up to 10 lbs. of force as needed to move objects. While performing the responsibilities of the job, the employee is required to talk and hear. The employee is often required to sit and use their hands and fingers, to handle or feel. The employee is required to stand, walk, reach with arms and hands, climb or balance, and to stoop, kneel, crouch or crawl. Vision abilities required by this job include close vision.

Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

**Terms of Employment:**

Approved Administrative Compensation Plan

12 Months

8.0 Hours Per Day

**Conclusion:**

This job description is intended to convey information essential to understanding the scope of the job and the general nature and level of work performed by job holders within this job. However, this job description is not intended to be an exhaustive list of qualifications, skills, efforts, duties, and responsibilities or working conditions associated with the position.

# School District of Santa Rosa County Job Description

## Director of Pre-K Programs

<b>Reports to:</b> Assistant Superintendent for Curriculum & Instruction	<b>FLSA Status:</b> Exempt
<b>Department:</b> Curriculum, Instruction & Assessment	<b>Prepared by:</b> Human Resources
<b>Date:</b> April 24, 2014	<b>Evaluation Code:</b> 12135

### **Principal Duties and Responsibilities (Essential Functions):**

- Manage and administer the overall activities of the assigned school and the District Pre-Kindergarten Programs that includes Early Head Start (EHS), Head Start (HS), and Voluntary Pre-Kindergarten (VPK).
- Direct the development and implementation, of the Pre-Kindergarten EHS, Headstart, HS, and VPK Early Intervention Programs.
- Monitor and Evaluate ongoing needs for expansion of pre-kindergarten programs.
- Monitor implementation of pre-kindergarten programs.
- Assist in determining procedures and criteria for eligibility for the pre-kindergarten programs.
- Develop and implement record-keeping procedures to keep data required by statutes.
- Develop changes, as needed, in School Board policy to effectively implement requirements of law relative to pre-kindergarten programs.
- Prepare all required reports and maintain all appropriate records.
- Monitor budgets for pre-kindergarten programs.
- Manage and supervise the wise use of personnel resources.
- Manage and supervise the function of financial planning for the school and the program.
- Develop and implement varied staff development activities for pre-kindergarten programs.
- Assign and supervise special tasks to school personnel.
- Communicate, through staff meetings and written communications, for the purpose of keeping staff informed of policy, procedures, instructional programs and existing problems.
- Develop a parenting program and/or other programs to actively involve parents in the educational process.
- Cooperate with Exceptional Student Education in screening and providing special services for prekindergarten students.
- Cooperate with the Department of Families and Children in providing expanded health services for prekindergarten students.
- Supervise assigned personnel, conduct annual performance appraisals, and make recommendations for appropriate employment actions.
- Actively participate in district management meetings and other required meetings.
- Develop the master schedule for teachers and assign teachers by identified needs.
- Approve school-sponsored activities and maintain calendar of all school events.
- Administer and develop certified and non-certified duty rosters for the school.
- Provide leadership in the school improvement process.
- Orient newly assigned staff members and assist in their development.
- Assume all duties and responsibilities in Florida Statutes.
- Serve on various committees related to early childhood education.
- Serve as spokesperson for early childhood/pre-kindergarten by presenting to groups.
- Update principals, assistant principals, and elementary director through curriculum contact meetings.
- Travel to District schools and other locations as required.
- Use effective, positive interpersonal communications skills.
- Perform other incidental tasks consistent with the goals and objectives of this position.

**Supervision Received:**

Assistant Superintendent for Curriculum & Instruction

**Supervision Exercised:**

Pre-Kindergarten Programs

Staff as assigned

**Minimum Qualifications & Skills Required:**

1. Master's Degree or higher from an accredited educational institution.
2. Currently hold or eligible for Florida teaching certificate and certification in administration and supervision, educational leadership, or school principal.
3. Eight years in public school education, four of which must have been in an early childhood elementary setting. Two years must have been in administration and/or supervision.

**Preferred:**

Three years' experience in administration and/or supervision including Pre-K programs.

**Physical Demands:**

Exerting up to 20 lbs. of force occasionally and/or up to 10 lbs. of force as needed to move objects. While performing the responsibilities of the job, the employee is required to talk and hear. The employee is often required to sit and use their hands and fingers, to handle or feel. The employee is required to stand, walk, reach with arms and hands, climb or balance, and to stoop, kneel, crouch or crawl. Vision abilities required by this job include close vision. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

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