

**School District of Santa Rosa County  
Job Description**

**Athletic Director**

<b>Reports to: Principal</b>	<b>FLSA Status: Exempt</b>
<b>Department: School Based</b>	<b>Prepared by: Human Resources</b>
<b>Date: March 13, 2014</b>	<b>Evaluation Code: 23061</b>

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

- Assures compliance with all FHSA rules and regulations
- Organizes, and is responsible for, all game schedules, contracts, travel and finances
- Works jointly with all coaches and sponsors concerned with athletic events
- Assists, upon request, in the selection of candidates to fill coaching vacancies
- Coordinates and schedules use of all facilities and equipment
- Represents the school at all meetings requiring athletic representation
- Promotes entire program through the media, finances, and an awards system
- Coordinates athletic event activities, including but not limited to, officials, travel, maintenance, safety, tickets, workers, volunteers, band
- Promotes public awareness of insurance opportunities and procedures
- Works with both boys' and girls' coaches to maintain gender equity in all aspects of the school's athletic program
- Performs other tasks and responsibilities as assigned

**Supervision Received:**

Supervisor/s – School Administration

**Supervision Exercised:**

School Coaches

**Minimum Qualifications & Skills Required:**

1. Bachelor's degree or higher from an accredited institution
2. Currently hold or eligible for Florida teaching certificate

**Preferred:**

Head coaching experience

**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 compensation plan

Teacher position paid from the instructional salary scale

**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**

**High School Teacher**

<b>Reports to: School Principal</b>	<b>FLSA Status: Exempt</b>
<b>Department: School Based</b>	<b>Prepared by: Human Resources</b>
<b>Date: April 24, 2014</b>	<b>Evaluation Code: 23130, 23120, 23141, 23121, 23100, 23101, 23104, 23102, 23103, 23110, 23111, 23122, 23123, 23170, 20136, 20131</b>

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

**Planning and Instructional Design:**

- Plans, organizes, and prepares for classes assigned and presents documented evidence of preparation upon request of immediate supervisor.
- Demonstrates and differentiates methods required to perform classroom and/or subject specific assignments for the purpose of providing an effective program that addresses individual student requirements.
- Prepares a variety of written materials (e.g. grades, lesson plans following scope and sequence, correspondence with parents and students, examinations and quizzes, attendance, anecdotal records, rubrics, etc.) for the purpose of documenting student progress and meeting mandated requirements.

**Learning Environment:**

- Meets and instructs assigned classes in the locations and at the times designated. If required to work at more than one location, must provide his/her personal means of transportation.
- Provides for appropriate supervision of students and manages student behavior for the purpose of providing a safe and optimal learning environment.
- Counsels students regarding academic needs, health status, appropriate behavior, problem solving, personal goal setting needs, and a variety of other concerns for the purpose of improving social and academic performance.
- Monitors students in a variety of educational environments (e.g. classroom, cafeteria, school grounds, hallways, restrooms, field trips, athletic events, etc.) for the purpose of providing a safe and positive learning environment.
- Reports incidents (e.g. fights, suspected child abuse, suspected substance abuse, harassment, zero tolerance offenses etc.) for the purpose of maintaining personal safety of students, providing a positive learning environment and adhering to state law and board policies.

**Instructional Delivery and Facilitation:**

- Employs a variety of instructional techniques, methods and materials which are differentiated and appropriate to the needs and capabilities of the students, and are consistent to the assigned teaching responsibility.
- Directs assistant teachers, student teachers, instructional assistants, volunteers and/or student workers for the purpose of providing an effective classroom program and addressing the needs of individual students.
- Instructs students for the purpose of improving their success in academics through a defined course of study.
- Responds to student, faculty and parental inquiries for the purpose of achieving overall student, school and family success.
- Supports other classroom teachers for the purpose of assisting them in the implementation of established curriculum and/or individual student plans.

**Assessment:**

- Administers and develops subject specific formative/summative assessments for the purpose of assessing student competency levels and/or developing individual learning plans as required by the school district.
- Advises parents and/or legal guardians of student progress for the purpose of communicating expectations; student's achievements; developing methods for improvement and/or reinforcing classroom goals in the home environment.
- Assesses student progress towards learning targets, objectives, expectations, and/or goals for the purpose of providing feedback to students, parents and administration.

**Continuous Professional Improvement:**

- Collaborates with instructional staff, other school personnel, parents and a variety of community resources for the purpose of improving the overall quality of student outcomes, achieving established classroom objectives in support of the school improvement plan.
- Attends and participates in faculty meetings, subject area departmental meetings, collaborative planning activities, professional learning, and other school/personal growth opportunities for the purpose of improving student outcomes through personal improvement and school improvement.

**Professional Responsibility and Ethical Conduct:**

- Implements the school's and district's philosophy of education and instructional goals in order to align personal focus with school and district professional direction.
- Maintains accurate, complete, and correct records as required by applicable laws, policies, procedures and regulations to ensure the accurate communication and collection of important district, school, and student information.
- Assists in upholding and enforcing administrative regulations and applicable policies, regulations and procedures.
- Participates in a variety of meetings (including but not limited to 504 Meetings, IEP meetings, departmental meetings, data team meetings, collaborative planning meetings) for the purpose of conveying and/or gathering information required to perform functions and to improve student achievement.
- Adheres to emergency procedures and responds to emergency situations for the purpose of resolving immediate safety concerns.
- Responds to inquiries from a variety of sources (e.g. other teachers, parents, administrators, students, central office staff, etc.) for the purpose of resolving issues, providing information and/or direction.
- Accepts responsibility for collaborative teaching assignments, co-teaching and inclusion assignments, co-curricular activities, and other collaborative all day or partial day assignments for the purpose of meeting the needs of all learners including learners with disabilities/differences/other languages.
- Understands the importance of maintaining the respect and confidence of one's colleagues, students, school parents, and other members of the community; the teacher strives to achieve and sustain the highest degree of ethical conduct.
- Establishes and maintains cooperative relations with students, faculty, staff, and parents.
- Assumes the responsibility to maintain a valid Florida teacher's certificate.
- Performs other tasks and/or responsibilities as assigned by the principal.

**Supervision Received:**

Supervisor/s – School Administration

**Supervision Exercised:**

Paraprofessionals as assigned

**Minimum Qualifications & Skills Required:**

1. Bachelor's degree or higher from an accredited institution
2. Currently hold or eligible for Florida teaching certificate or appropriate license

**Preferred:**

1. Highly Qualified
2. ESE Certification K-12

**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 compensation plan

Teacher position paid from the instructional salary scale

**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**

**Middle School Teacher**

<b>Reports to: School Principal</b>	<b>FLSA Status: Exempt</b>
<b>Department: School Based</b>	<b>Prepared by: Human Resources</b>
<b>Date: April 24, 2014</b>	<b>Evaluation Code: 22131, 22137, 22171, 22124, 22161, 22127, 22221, 22001, 22132, 22138, 22172, 22122, 22162, 22128, 22222, 22002, 22133, 22139, 22130, 22134, 22135, 22173, 22174, 22123, 22125, 22163, 22160, 22126, 22223, 22003, 22004, 22005, 22224, 22121, 20335, 23043, 22164, 22008</b>

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

**Planning and Instructional Design:**

- Plans, organizes, and prepares for classes assigned and presents documented evidence of preparation upon request of immediate supervisor.
- Demonstrates and differentiates methods required to perform classroom and/or subject specific assignments for the purpose of providing an effective program that addresses individual student requirements.
- Prepares a variety of written materials (e.g. grades, lesson plans following scope and sequence, correspondence with parents and students, examinations and quizzes, attendance, anecdotal records, etc.) for the purpose of documenting student progress and meeting mandated requirements.

**Learning Environment:**

- Meets and instructs assigned classes in the locations and at the times designated. If required to work at more than one location, must provide his/her personal means of transportation.
- Provides for appropriate supervision of students and manages student behavior for the purpose of providing a safe and optimal learning environment.
- Counsels students regarding academic needs, health status, appropriate behavior, problem solving, personal needs, and a variety of other concerns for the purpose of improving social and academic performance.
- Monitors students in a variety of educational environments (e.g. classroom, cafeteria, playground, school grounds, hallways, restrooms, field trips, etc.) for the purpose of providing a safe and positive learning environment.
- Reports incidents (e.g. fights, suspected child abuse, suspected substance abuse, harassment, zero tolerance offenses etc.) for the purpose of maintaining personal safety of students, providing a positive learning environment and adhering to state law and board policies.

**Instructional Delivery and Facilitation:**

- Employs a variety of instructional techniques, methods and materials which are appropriate to the needs and capabilities of the students, and are consistent to the assigned teaching responsibility.
- Directs assistant teachers, student teachers, instructional assistants, paraprofessionals, volunteers and/or student workers for the purpose of providing an effective classroom program and addressing the needs of individual students.
- Instructs students for the purpose of improving their success in academics through a defined course of study.
- Responds to student, faculty and parental inquiries for the purpose of achieving overall student, school and family success.
- Supports other classroom teachers for the purpose of assisting them in the implementation of established curriculum and/or individual student plans.

**Assessment:**

- Administers and develops subject specific assessments for the purpose of assessing student competency levels and/or developing individual learning plans as required by the school district.
- Advises parents and/or legal guardians of student progress for the purpose of communicating expectations; student's achievements; developing methods for improvement and/or reinforcing classroom goals in the home environment.
- Assesses student progress towards learning targets, objectives, expectations, and/or goals for the purpose of providing feedback to students, parents and administration.

**Continuous Professional Improvement:**

- Collaborates with instructional staff, other school personnel, parents and a variety of community resources for the purpose of improving the overall quality of student outcomes, achieving established classroom objectives in support of the school improvement plan.
- Attends and participates in faculty meetings, grade level meetings, collaborative planning activities, professional learning, and other school/personal growth opportunities for the purpose of improving student outcomes through personal improvement and school improvement.

**Professional Responsibility and Ethical Conduct:**

- Implements the school's and district's philosophy of education and instructional goals in order to align personal focus with school and district professional direction.
- Maintains accurate, complete, and correct records as required by applicable laws, policies, procedures and regulations to ensure the accurate communication and collection of important district, school, and student information.
- Assists in upholding and enforcing administrative regulations and applicable policies, regulations and procedures.
- Participates in a variety of meetings (including but not limited to 504 Meetings, IEP meetings, grade level meetings, data team meetings, collaborative planning meetings) for the purpose of conveying and/or gathering information required to perform functions and to improve student achievement.
- Adheres to emergency procedures and responds to emergency situations for the purpose of resolving immediate safety concerns.
- Responds to inquiries from a variety of sources (e.g. other teachers, parents, administrators, students, central office staff, etc.) for the purpose of resolving issues, providing information and/or direction.
- Accepts responsibility for collaborative teaching assignments, co-teaching and inclusion assignments, co-curricular activities, and other collaborative all day or partial day assignments for the purpose of meeting the needs of all learners including learners with disabilities/differences/other languages.
- Establishes and maintains cooperative relations with students, faculty, staff, and parents.
- Assumes the responsibility to maintain a valid Florida teacher's certificate.
- Performs other tasks and/or responsibilities as assigned by the principal.

**Supervision Received:**

Supervisor/s – School Administration

**Supervision Exercised:**

Paraprofessionals and Teacher Assistants as assigned

**Minimum Qualifications & Skills Required:**

1. Bachelor's degree or higher from an accredited institution
2. Currently hold or eligible for Florida teaching certificate or appropriate license

**Preferred:**

1. Highly Qualified
2. Subject area certification 5-9 or 6-12
3. ESE Certification K-12

**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 compensation plan

Teacher position paid from the instructional salary scale

**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**

**Pre-Kindergarten Education and Family/Community Engagement Specialist**

<b>Reports to:</b> Director of Pre-Kindergarten Programs	<b>FLSA Status:</b> Exempt
<b>Department:</b> Pre-Kindergarten	<b>Prepared by:</b> Human Resources
<b>Date:</b> April 24, 2014	<b>Evaluation Code:</b> 21131

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

- Oversee the development and maintenance of a master calendar for all pre-kindergarten staff development activities
- Establish goals and objectives for training programs and projects related to the District's pre-kindergarten instructional program
- Plan and develop in-service programs and activities for teachers, students and families
- Establish short- and long-range plans based on pre-kindergarten student needs, District, state and federal requirements
- Manage the process of budgeting for resources to meet identified pre-kindergarten training needs and plans
- Assist in the development of administrative guidelines and policies and procedures for Pre-Kindergarten staff development
- Evaluate staff development activities periodically and make modifications as appropriate
- Provide staff training in the areas of curricula, assessment, record-keeping, planning, child growth and Development, Classroom Assessment Scoring System (CLASS), Readiness Goals, Family and Community Engagement (FCE), and other related areas
- Provide training to Head Start administrators on Classroom Assessment Scoring System (CLASS), Family and Community Engagement (FCE) Framework, and Readiness Goals
- Assist pre-kindergarten staff in keeping up-to-date and well-informed about issues and changes in assigned areas of responsibility
- Implement, monitor and evaluate the education component of the pre-kindergarten program
- Establish and implement procedures to periodically evaluate staff development activities and to make modifications as appropriate
- Provide leadership for conducting periodic assessment of training needs for pre-kindergarten administrative, instructional, non-instructional and support personnel throughout the District
- Provide assistance to schools and departments in designing, scheduling and delivering appropriate pre-kindergarten staff development activities
- Serve as a mentor to personnel concerning professional growth and development and related staff development activities
- Select, preview, evaluate, and disseminate recent and relevant professional and educational materials
- Participate in planning and implementing pre-kindergarten curricula initiatives to assure in-service support
- Collaborate with other pre-kindergarten personnel as scheduled
- Collaborate with other departments and divisions
- Assist teachers with the development of appropriate instructional learning activities that will enhance their lesson plans
- Use effective communication strategies to interact with a variety of audiences
- Set high standards and expectations for self and others
- Submit accurate reports in a timely manner and maintain all appropriate records
- Keep abreast of latest research relating to pre-kindergarten student needs
- Implement pre-kindergarten education / training programs in a manner which ensures that student growth / achievement is continuous and appropriate for age group and / or student program classification

- Access student records on a need-to-know basis and protect their confidentiality
- Establish Readiness Goals in accordance with *The Head Start Act for School Improvement*, aggregate and analyze data, and report findings to Head Start and the District
- Establish a School Readiness Leadership Team inclusive of parents, administrators, community partners, and teachers to analyze data and plan strategies for program improvement
- Conduct research-based observations of teachers and classroom personnel, mentor teachers and establish action plans for targeted improvement goals
- Establish FCE goals in accordance with 45 CFR Chapter XIII Head Start Regulation Part 1307.2 and 1307.3 (b)(1)(i), as amended
- Utilize Readiness Goals and FCE data to track student and family success in meeting goals
- Collaborate with the District to monitor success of pre-kindergarten students through third grade
- Assist in managing, supervising, and evaluating personnel in accordance *Master Contract, Article 14*
- Perform other incidental tasks consistent with the goals and objectives of this position.

**Supervision Received:**

Director of Pre-Kindergarten Programs

**Supervision Exercised:**

Staff as assigned

**Minimum Qualifications & Skills Required:**

1. Master's Degree or higher from an accredited institution in Education Curriculum and Instruction
2. Currently hold a Florida teaching certificate
3. Four years in public school education, two of which must have been in early childhood setting.

**Preferred:**

Three years of experience in Head Start /Early Head Start or Early Childhood Supervision

**Physical Demands:**

Exerting up to 20 pounds of force occasionally and/or up to 10 pounds 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 compensation plan

Teacher position paid from the instructional salary scale

11 months

7.50 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 the 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**

**Pre-Kindergarten Eligibility, Recruitment, Selection, Enrollment and Attendance (ERSEA)/  
Transition Specialist**

<b>Reports to:</b> Director of Pre-Kindergarten Programs	<b>FLSA Status:</b> Exempt
<b>Department:</b> Pre-Kindergarten	<b>Prepared by:</b> Human Resources
<b>Date:</b> April 24, 2014	<b>Evaluation Code:</b> 21131

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

- Process enrollment applications and oversee Eligibility, Recruitment, Selection, Enrollment and Attendance (ERSEA) service area processing for accuracy and completion of timelines
- Assure the confidentiality of all student and family records is maintained
- Ensure compliance with all relevant regulations and standards
- Maintain systems, databases, files, etc. ensuring security of data
- Monitor attendance; enter Pre-K school site attendance in the Child Plus database
- Preview any written communications with Head Start/Early Head Start applicants from the service area, ensuring that written correspondence is professional
- Maintain statistical records and anecdotal case notes on individual contacts with children and families enrolled in the Early Head Start/Head Start program
- Audit and review records of all family contacts including follow-ups on referrals through telephone and personal contacts for all families enrolled in the program
- Make decisions regarding applicant acceptance in accordance with Head Start Performance Standards and following the program's Recruitment and Selection policies
- Prepare and distribute timely reports and tracking regarding ERSEA updates
- Attend meetings for the Pre-K Program, including, but not limited to: service area meetings, school board meetings, Early Learning Coalition Board meetings and other community agency meetings as necessary
- Maintain all Early Head Start/Head Start Family Partnership Agreements
- Monitor and submit Voluntary Pre-Kindergarten (VPK) attendance
- Maintain working knowledge of the Early Head Start/Head Start program and Head Start Performance Standards; state childcare licensing standards; child abuse reporting laws and other state, federal and local standards and regulations related to programs serving young children
- Provide input and solutions to develop and/or revise the agency's ERSEA systems, policies and procedures
- Evaluate, design and monitor systems to process enrollment applications
- Maintain and implement an ERSEA and Social Emotional service area delivery plan
- Facilitate license renewal for the Early Head Start Program
- Coordinate countywide recruitment efforts for Early Head Start/Head Start
- Assist key management staff in grant-writing and implementation of grant-funded programs and initiatives
- Analyze Community Assessment information to assist planning efforts to determine program design options, recruitment efforts and enrollment guidelines
- Develop and implement training for the department and agency staff involved in ERSEA
- Create and maintain surveys, forms and/or written suggestions of parent input
- Prepare paperwork for referrals and disseminate to Exceptional Student Education (ESE) program specialists, monitor process and outcomes of referrals documenting appropriately
- Contact, Collaborate with the ESE Dept. to plan and facilitate Parent Consent Meetings for ESE services
- Prepare and monitor Mental Health Referrals in Collaboration with Licensed Mental Health Professional
- Collaborate with SRCSD Guidance Department for any Social Emotional Development Trainings offered by the school district
- Collaboration with parents, students, and teachers for development, implementation and monitoring of Behavior Management Plans
- Collect data throughout program year and develop yearly District Guidance Action Plan for TR Jackson Pre-Kindergarten which is submitted to the SRCSD in November and May
- Collect data throughout the program year and develop Social Services Report
- Perform other incidental tasks consistent with the goals and objectives of this position



**Supervision Received:**

Director of Pre-Kindergarten Programs

**Supervision Exercised:**

Staff as assigned

**Minimum Qualifications & Skills Required:**

1. Bachelor's or Master's Degree or higher from an accredited institution
2. Currently hold a Florida teaching certificate
3. Four years in public school education, two of which must have been in an early childhood setting

**Preferred:**

Three years of experience in Head Start /Early Head Start or Early Childhood Supervision

**Physical Demands:**

Exerting up to 20 pounds of force occasionally and/or up to 10 pounds 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 compensation plan

Teacher position paid from the instructional salary scale

11 months

7.50 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**

**HEALTH AND NUTRITION SPECIALIST FOR COORDINATION HEAD START SERVICES  
Pre-Kindergarten Student and Family Services Specialist**

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<b>Reports to:</b> Director of Pre-Kindergarten and Federal Programs	<b>FLSA Status:</b> Exempt
<b>Department:</b> Pre-Kindergarten	<b>Prepared by:</b> Human Resources
<b>Date:</b> April 24, 2014	<b>Evaluation Code:</b> 21131

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

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- Works with Director in identifying medical/dental service providers, coordinates all medical/dental screening dates, arranges follow-up appointments, and reviews all billing, compiles all medical information for data entry, and meets with community agencies and organizations to coordinate medical resources for children and their families
- Monitor and update Community Assessment Goals, Training and Technical Assistance( T/TA) Plan, School Improvement Plan
- Implement the Individual School Plan for Emergency Management mandated by the school district
- Works with program staff and policy groups to compile program health needs assessment
- Coordinates and implements, with the District Food Services Director, procedures for monitoring the food service program to assure adherence to federal, state, local, and program guidelines
- Coordinates the implementation of health and nutrition services with other programs coordinators in accordance with performance standards and provides needed assessments, training, and evaluation of the objectives
- Supervise contracted Clinic Registered Nurse at TR Jackson Pre-K
- Establish and implement Health Care Plans for children with special health care needs for Head Start (HS)/Early Head Start (EHS)/Voluntary Pre-K (VPK)/ESE students at TR Jackson as well as other designated pre-k sites as mandated with district requirements and Head Start Performance Standard
- Collaborate with Sacred Heart Mission in Motion to provide district wide on-site health screenings to students and staff
- Perform growth assessments three times a year on all Head Start/EHS/VPK/ESE students at designated pre-k sites
- Provides guidance to teaching staff for integrated health activities into daily education plan
- Implements the school's and district's philosophy of education and instructional goals and objectives
- Cooperates with other staff members in planning and implementing instructional goals, objectives, methods and programs
- Plans, conducts, and coordinates appropriate staff development related activities for Head Start Program staff, school center staff, parents, community agencies, and individuals
- Assists in the preparation and collection of data and reports, assumes the responsibility for current and efficient health records, and assumes the responsibility for procedures for transfer of records when needed
- Maintains accurate, complete, and correct records as required by applicable laws, policies, procedures and regulations as specified in the Head Start Performance Standards
- Monitor Child Plus Reports to ensure district HS/EHS student health requirements and immunizations are current
- Assists in the recruitment, registration, eligibility determination, and enrollment of students for program participation, including Assuring the completion of all health records and forms
- Work closely to obtain agreements with Santa Rosa County Health Department Dental Clinic to meet the dental needs of our Head Start/Early Head Start Students
- Confers with program staff, teachers, and parents concerning special programs that need special health support
- Establishes and maintains cooperative relations with students, faculty, staff, and parents

- Suggest ways to facilitate parental involvement and parent education in the areas for health and nutrition
- Ensure that school-wide activities are planned that will enhance student and family awareness of the importance of healthy lifestyles
- Respond to student, faculty, and parental inquiries
- Plans for, establishes, and serves on the Head Start Health Advisory Council or other appropriate councils or committees for Head Start
- Plan and conduct Health Advisory meetings
- Ensure age appropriate health/dental/safety related activities are included in the Head Start/Early Head Start classrooms.
- Formulate and send home letters for health requirements about to expire to all designated pre-k students district wide. Follow up as needed
- Collect and review site accident reports for TR Jackson Pre-K. Forward the report to Risk Management once signed by director
- Coordinate Site Safety Committee meetings for TR Jackson Pre-K
- Assumes the responsibility to maintain a valid Florida teacher's certificate
- Assists in upholding and enforcing administrative regulations and applicable policies, regulation and procedures
- Performs other appropriate tasks that may be assigned by the Director of Federal- Pre-K Programs
- Perform other incidental tasks consistent with the goals and objectives of this position.

**Supervision Received:**

Director of Pre-Kindergarten and Federal-Programs

**Supervision Exercised:**

Staff as assigned

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**Minimum Qualifications & Skills Required:**

1. Bachelor's- Master's degree or higher from an accredited institution
2. Currently hold or eligible for Florida teaching certificate and certification in administration and supervision, educational leadership, school principal, or experience in health education, early childhood education, or elementary education
3. Four years in public school education, two of which must have been in an early childhood setting. Experience in health services or health education. ~~To~~education to develop a high quality Head Start health and nutrition program with respect to the health and nutrition components as specified in the Head Start Performance Standards.

**Preferred:**

Three years of experience in Head Start/Early Head Start or Early Childhood Supervision

**Physical Demands:**

Exerting up to 20 pounds of force occasionally and/or up to 10 pounds 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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**Salary Terms of Employment:**

Approved compensation plan

Based on the adopted salary schedule for instructional personnel Teacher position paid from the instructional salary scale

1140 months

7.50 hours per day

**Evaluation**

Annual evaluation by the Director of Pre-Kindergarten and Federal Programs in accordance with the Master Contract, local policies, and state law

**Environmental**

Activities occur inside and outside; subject to indoor and outdoor environmental conditions

**Equipment**

Audio-visual equipment, instructional computers

**Supervision Control**

Is personally responsible for satisfying all of the above-referenced essential functions with minimal supervision

**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 the 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.

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