

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

Pre-Kindergarten Family, Health and Disabilities Management Specialist

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| Reports to: Director of Pre-Kindergarten Programs | FLSA Status: Exempt |
| Department: Pre-Kindergarten | Prepared by: Human Resources |
| Date: August 16, 2018 | Job Code: 21131 |

Principal Duties and Responsibilities (Essential Functions)

- 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 Registered Nurse at TR Jackson Pre-K Center
- 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 Pre-K Center as well as other designated pre-k sites as mandated with district requirements and Head Start Performance Standard
- Collaborate with providers 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
- Assure the completion of all health records and forms
- Work closely to obtain agreements with dental providers 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 Center. Forward the report to Risk Management once signed by director
- Coordinate Site Safety Committee meetings for TR Jackson Pre-K Center
- 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 Pre-K Programs
- Perform other incidental tasks consistent with the goals and objectives of this position, including facilities management

Supervision Received:

Director of Pre-Kindergarten Programs

Supervision Exercised:

Staff as assigned

Minimum Qualifications & Skills Required:

1. Baccalaureate Degree or higher from an accredited institution
2. Currently hold or are eligible for Florida teaching certificate preferably related to one or more of the disciplines they oversee.

Preferred:

Two 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

10 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.