



THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA

JOB DESCRIPTION

| | |
|-------------------------|--|
| POSITION TITLE: | Curriculum Supervisor, Head Start/Early Head Start |
| CONTRACT YEAR: | Twelve Months |
| SALARY BAND: | C |
| BARGAINING UNIT: | ESMAB |

PREFERRED QUALIFICATIONS

EDUCATION: An earned master's degree from an accredited institution.

EXPERIENCE: ~~Minimum of Five (5) years, within the last eight (8) years, of successful teaching experience, in the Broward County School District.~~

OR

MINIMUM QUALIFICATIONS

EDUCATION: ~~An earned master's degree from an accredited institution.~~

EXPERIENCE: ~~Minimum of seven (7) years, within the last twelve (12) years, of successful teaching experience.~~

ADDITIONAL QUALIFICATIONS

REQUIRED: Florida certification in Early Childhood, Pre-K/Primary, or Preschool Education. Demonstrated expertise in the design, implementation, and evaluation of curriculum for preschool education; understanding the foregoing, candidates may be interviewed provided that such candidate shall be eligible for and obtain Florida certification mentioned above prior to commencement of work. Computer skills as required for the position.

PREFERRED: Progressively more responsible work experience, including department head, ~~or~~ grade chairperson or primary specialist. Bilingual ~~are~~ skills are preferred.

| | |
|-----------------------|---|
| REPORTS TO: | Director, Head Start/Early Intervention |
| SUPERVISES: | Provides supervisory services in early childhood curriculum for all early childhood programs and staff as assigned. |
| POSITION GOAL: | To ensure developmentally appropriate curriculum/program practices in early childhood education through designing, planning, developing, implementing, coordinating, evaluating, and monitoring early childhood programs in support of the District's Strategic Plan. |

ESSENTIAL PERFORMANCE RESPONSIBILITIES:

The Curriculum Supervisor, Head Start/Early Head Start shall carry out the essential performance responsibilities listed below.

1. Coordinate curriculum/program practices for the existing early childhood classes in elementary schools and contracted sites.
2. Determine the extent to which respective early childhood education curricula is being implemented in the schools and centers in coordination with Program Evaluation.
3. Provide direct assistance to classroom teachers.
4. Determine the extent to which the standards of excellence and service in instructional programs are being maintained.
5. Coordinate the efforts of respective school-based curriculum representatives at the elementary school level.
6. Assist in the development and identification of relevant research in coordination with Program Evaluation.
7. Participate in the development and/or coordination of the development of all respective Early Childhood programs and management systems being implemented.
8. Conduct outreach and build partnerships with local, state, and federal agencies, non-profits, the business community and other organizations engaged in early childhood intervention services, particularly those targeting underserved and disadvantaged communities.
9. Participate in the evaluation and the selection of materials and equipment appropriate to teaching of early childhood education.
10. Represent the department on matters pertaining to early childhood education.
11. Participate in the coordination, development, and/or teaching of the early childhood in-service courses in coordination with the Talent Development Department.
12. Serve in staff advisory capacity to the curriculum councils.
13. Represent the District on early childhood education at the national, state and local levels. (This includes speaking to parent and community groups).

14. ~~P~~provide coaching and mentoring to early childhood administrators, teachers, and staff.
15. ~~P~~participate in coordinating the planning and staging of activities in early childhood education.
16. ~~P~~participate, in the professional development programs offered to enhance the individual's skills and proficiency related to the job responsibilities.
17. ~~R~~eview current developments, literature and technical sources of information related to job responsibilities.
18. ~~E~~nsure adherence to good safety procedures.
19. ~~P~~perform and promote all activities in compliance with equal employment and nondiscrimination policies of The School Board of Broward County, Florida.
- ~~20.~~21. ~~P~~perform other duties as assigned by the Director Head Start, or designee.
- ~~21.~~22. ~~F~~ollow federal and state laws, Head Start Program Performance Standards, as well as School Board policies.

SIGNIFICANT CONTACTS- frequency, contact, purpose, and desired end result:

Works with representatives from public, non-profit and private providers representing early childhood education to ensure the programs offered by the Early Childhood Education Department are effective and meet the educational and developmental needs of the target student population.

PHYSICAL REQUIREMENTS:

Light work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force as frequently as needed to move objects.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the District's approved compensation plan. Length of the work year and hours of employment shall be those established by the School Board.

FLSA OVERTIME CATEGORY:

Job is exempt from the overtime provisions of the Fair Labor Standards Act.

EVALUATION:

Performance will be evaluated in accordance with Board Policy.

Board Approved: 7/17/90 &

Adopted: 8/21/90

Realignment: 4/11/95

Alignment Title Change: 5/9/2000

Board Adopted: 12/16/03

Revised: 7/1/05

Revised: 10/15/2012

2012-2013 Organizational Chart