



THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA
JOB DESCRIPTION

POSITION TITLE: Curriculum Supervisor, Preschool ESE
JOB CODE: E-081
CLASSIFICATION: Exempt
SALARY BAND: C
BARGAINING UNIT: ESMAB
REPORTS TO: Director, Exceptional Student Education ~~Special Education Instruction~~ or designee
CONTRACT YEAR: Twelve Months

POSITION GOAL:

To coordinate the development, implementation, and expansion of preschool exceptional student education (ESE) programs and to ensure consistency throughout the District through the full utilization of district and community resources.

ESSENTIAL PERFORMANCE RESPONSIBILITIES:

The Curriculum Supervisor, Preschool ESE shall carry out the performance responsibilities listed below.

- This position supervises staff as designated by the Director, Exceptional Student Education.
- Design and coordinate the plan for the expansion of preschool in the school district and the transition of preschool ESE students from community programs to school district programs.
- Analyze the need for additional facilities, coordinate the development of educational specifications, and make recommendations regarding facilities for preschool ESE programs.
- Collaborate with the Director, Pupil Transportation, in identifying the transportation services and modifications needed by preschool ESE students with disabilities.
- Collaborate with the Human Resources Division in identifying the need for and qualifications of, personnel working with preschool ESE students with disabilities.
- Analyze the costs associated with expansion of preschool ESE programs and provide financial information to appropriate administrators.
- Coordinate the development of an in-service training program designed to assist teachers, aides, and administrators to work more effectively with preschool ESE students with disabilities.
- Coordinate the development of a public awareness program for preschool ESE programs.
- Act as a liaison with parents, the Preschool ESE Interagency Council, Health and Rehabilitative Services, and other groups in the community that are involved in preschool education.
- Act as a liaison with Early Childhood Education, Student Services, and other departments within the school district which provide programs or services to preschool ESE students with disabilities.
- Coordinate the annual revision of the preschool exceptional student education section of the Special Programs and Procedures for Exceptional Students guide.
- Seek additional funding sources and related services for preschool students with disabilities.
- Provide input on issues related to preschool ESE education for the purpose of influencing decisions at the state level.
- Advise and consult with school-based instructional and administrative personnel regarding preschool ESE programs.
- Perform and promote all activities in compliance with the equal employment and non-discrimination policies of The School Board of Broward County, Florida.
- Participate in training programs offered to enhance the individual skills and proficiency related to the job responsibilities (or related to work assignments), ~~participate, successfully, in the training programs offered to increase the individual's skill and proficiency related to the assignments.~~
- Review current developments, literature and technical sources of information related to job responsibilities.
- Ensure adherence to ~~good~~ safety rules and procedures.

- ~~F~~ollow federal and state, as well as School Board policies y.
- ~~P~~erform other duties as assigned by the Director, Exceptional Student Education. ~~Special Education Instruction~~.

MINIMUM QUALIFICATIONS & EXPERIENCE:

- An earned master's degree from an accredited institution.
- A mMinimum of five (5) years of successful teaching experience. ~~experience and/or training in the field related to the title of the position.~~
- Valid Florida certification in administration and supervision and/or in an area of exceptional student education.
- Professional educational experience required with at least three (3) years of experience in preschool exceptional student education.
- Computer skills are required for the position.

PREFERRED QUALIFICATIONS & EXPERIENCE:

- Bilingual skills are preferred.

ADDITIONAL QUALIFICATIONS

~~Florida certification in administration and supervision and in an area of exceptional student education. Professional educational experience required with at least three (3) years of experience in preschool exceptional student education. Bilingual skills preferred. Computer skills are required for the position.~~

SUPERVISES:

~~As designated by Director, Special Education Instruction~~

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

Frequently coordinates with department heads of curriculum specialty across the District in planning, coordinating, and implementing preschool ESE programs that meet student needs.

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.

EVALUATION:

Performance will be evaluated in accordance with Board Policy.

Board Approved: 8/6/87 &

Adopted: 9/3/87

Title Change: 5/19/92

Alignment Title Change: 4/7/98

Reorganization: 5/9/2000

Board Adopted: 12/16/03

Revised: 7/1/05

Revised 5/7/2013

2012-13 Organizational Chart

2014 -2015 Organizational Chart

Title Change: 6/24/14