



THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA
JOB DESCRIPTION

POSITION TITLE: Teacher Specialist, Early Childhood Education
JOB CODE: KK-145
CLASSIFICATION: Exempt
SALARY BAND: Teacher's Salary Schedule
BARGAINING UNIT: BTU
REPORTS TO: Director, or designee
CONTRACT YEAR: 196 Day Calendar

POSITION GOAL:

Ensure Broward County School District is in compliance with all criteria established by state and federal legislation specific to early childhood education by communicating up-to-date educational programming information and providing support services specific to students at the early childhood level of education, principals, teachers and parents.

ESSENTIAL PERFORMANCE RESPONSIBILITIES:

The Teacher Specialist, Early Childhood Education shall carry out the performance responsibilities listed below:

- Serve ~~serve~~ as a member of the assigned department staff to ensure compliance with all criteria established by state and federal early childhood legislation.
- Provide ~~provide~~ for the in-depth educational evaluations of students at the early childhood level, as needed.
- Provide ~~provide~~ assistance to early childhood teachers in screening students and applying developmentally appropriate practices.
- Serve ~~serve~~ on staffing committees and participate in the development of individual education programs for early childhood exceptional students.
- Coordinate ~~coordinate~~ services to learning impaired early childhood students from community agencies.
- Participate ~~participate~~ in the development, implementation, and provision of professional development activities in coordination with the Office of Talent Development Department of Professional Development Standards and Support.
- Counsel ~~counsel~~ parents, teachers, administrators and other appropriate personnel regarding the implications of learning and/or behavioral problems of students at the early childhood level of education.
- Provide ~~provide~~ coaching and mentoring to early childhood teachers and staff.
- Assist ~~assist~~ in the development and identification of relevant research related to early childhood education.
- Participate ~~participate~~ in the evaluation of early childhood instructional materials.
- Utilize ~~utilize~~ technology for professional communication, data-driven classroom instruction, assessment, and collaboration with parents.
- Research and have familiarity with School District databases and performance evaluation models.
- Perform ~~perform~~ and promote all activities in compliance with the equal employment and non-discrimination policies of The School Board of Broward County, Florida, FL
- Participate ~~participate~~ ~~successfully~~ in professional learning training programs offered to enhance the individual ~~individual's~~ skills and proficiency related to ~~the~~ job responsibilities.
- Review ~~review~~ current developments, literature and technical sources of information related to job responsibilities.
- Ensure ~~ensure~~ adherence to good safety rules and procedures.
- Perform ~~perform~~ other duties as assigned, ~~consistent with the goals and objectives of this position, by the~~ immediate supervisor ~~department director~~ or designee.
- Follow federal and state, as well as School Board policies.

MINIMUM QUALIFICATIONS & EXPERIENCE:

- An earned ~~master's~~ bachelor's degree from an accredited institution in education with Florida certification in Early Childhood (Birth – Third Grade) or PreK/Primary.
- A minimum of Five five (5) years, within the last ten (10) years, of professional experience in the early childhood field.
- Computer skills as required for the position.

PREFERRED QUALIFICATIONS & EXPERIENCE:

- An earned master's degree in education from an accredited institution with Florida certification in Early Childhood (Birth – Third Grade) or PreK/Primary.
- Experience in diagnostic prescriptive work ~~is preferred.~~
- Bilingual skills ~~preferred.~~

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

On a daily basis works with principals, teachers and parents in terms of communicating educational programming and coordinating assistance services specific to students at the early childhood level of education.

PHYSICAL REQUIREMENTS:

Medium work: Exerting up to 50 pounds of force occasionally, and/or up to 20 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: 12/15/2009
Board Adopted: 02/17/2010
Revised: 4/22/2013