

THE SCHOOL BOARD OF  BROWARD COUNTY, FLORIDA

JOB DESCRIPTION

POSITION TITLE:	<u>Curriculum Supervisor, Preschool—Curriculum Early Childhood Education</u>
CONTRACT YEAR:	Twelve Months
SALARY BAND:	B <u>C</u>
BARGAINING UNIT:	ESMAB

PREFERRED QUALIFICATIONS

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

EXPERIENCE: Minimum of ~~four (4)~~ 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: Requires Florida certification in ~~e~~Early eChildhood, Pre-K/Primary, or Preschool Education. Demonstrated expertise in the design, implementation, and evaluation of curriculum for ~~preschool~~ early childhood education. Computer skills as required for the position.

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

REPORTS TO: Coordinator, ~~Pre-Kindergarten~~ ~~Early Intervention~~
Program Director, Head Start or designee

SUPERVISES: Provides supervisory services in ~~preschool~~ early
childhood curriculum for all ~~preschool~~ early childhood
programs and staff as assigned.

POSITION GOAL: To ensure developmentally appropriate
curriculum/program practices in ~~preschool~~ early
childhood education through designing, planning,
developing, implementing, coordinating, evaluating, and
monitoring the ~~preschool~~ early childhood programs in
support of the District's Strategic Plan.

ESSENTIAL PERFORMANCE RESPONSIBILITIES:

The Curriculum Supervisor, Preschool Curriculum Early Childhood Education
shall:

1. coordinate curriculum/program practices for the existing ~~preschool~~ early
childhood classes in elementary schools and contracted sites.
2. determine the extent to which respective ~~preschool~~ 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.
- 4-6. assist in the development and identification of relevant research in coordination
with Program Evaluation.
- 5-7. participate in the development and/or coordination of the development of all
respective ~~Child Development~~ 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.
- 6-9. participate in the evaluation and the selection of materials and equipment
appropriate to teaching of ~~preschool~~ early childhood education.
- 7-10. represent the department on matters pertaining to ~~preschool~~ early childhood
education.
- 8-11. participate in the coordination, development, and/or teaching of the ~~preschool~~
early childhood in-service courses in coordination with the ~~Human Resource~~
~~Development~~ Talent Development Department.
- 9-12. serve in staff advisory capacity to the curriculum councils.
- 12-13. represent the ~~d~~District on ~~preschool~~ early childhood education at the national,

- state and local levels. This includes speaking to parent and community groups.
14. provide coaching and mentoring to early childhood administrators, teachers, and staff.
 - ~~10-15.~~ participate in coordinating the planning and staging of activities in ~~preschool~~ early childhood education.
 - ~~11-16.~~ participate, ~~successfully,~~ in the ~~training~~ professional development programs offered to ~~increase~~ enhance the individual's skills and proficiency related to the ~~assignments~~ job responsibilities.
 - ~~12-17.~~ review current developments, literature and technical sources of information related to job responsibilities.
 - ~~13-18.~~ ensure adherence to good safety procedures.
 19. perform and promote all activities in compliance with equal employment and nondiscrimination policies of The School Board of Broward County, Florida.
 - ~~14-20.~~ perform other duties as assigned by the ~~School Readiness~~ Director Head Start, or designee.
 - ~~15-21.~~ follow 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

Position Factor Listing

Curriculum Supervisor, ~~Pre-school Curriculum~~ Early Childhood Education

Point Range: 945-1044

Position Factors

1. Knowledge: Combined required **minimum education/experience for competent performance**

<u>Education</u>	<u>Experience Range - Years</u>		
	<u>Up to 3</u>	<u>4-7</u>	<u>8+</u>
A. High School	1	2	3
B. A.A/Vocational training	1	2	3
C. B.S/B.A.	1	2	3
D. M.S/ M.A.	1	2	3
E. MS+ (Sr. Mgmt.)	1	2	3

2. Human Relations Skills: All interpersonal skills required to produce the desired end result

<u>Required skill level</u>	<u>*Organization Contact Level</u>			
A. Moderately important; courtesy/tact	1	2	3	4
B. Important; communicate ideas/lead team	1	2	3	4
C. Very important; influencing others; supervise/manage	1	2	3	4
D. Critical to end result; convincing others; lead/motivate	1	2	3	4

***Definitions**

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|--|--|
| 1 - Immediate workgroup | 2 - Outside of immediate workgroup |
| 3 - Assistant/ Associate/Deputy Superintendents | 4 - Superintendent, School Board; critical external parties |

3. Problem Solving: Thinking environment to perform job duties

- A. Follow established routine and well-defined patterns
- B. Some analysis; known solutions
- C. Apply established principles; determine method
- D. Follows broad policies; known objectives
- E. Establish policies based on goals/strategies

Point Factor Listing (cont.)

Curriculum Supervisor, Preschool Curriculum Early Childhood Education

Point Range: 945-1044

- 4. Decision Making Freedom:** Freedom to take action
- A. Follows instructions; refer decisions to a higher authority
 - B. Occasional independent action; interpret practices/procedures
 - C. Independence within specialty area; report progress
 - D. Frequent independent action; may impact other areas
 - E. Regular independent action; follows broad policies
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- 5. Position Impact:** Degree of job impact on the District
- A. Minor to total organization; moderate to work unit
 - B. Advisory to work unit; used by others to take action
 - C. Substantial support, advice, and counsel to work unit
 - D. Substantial direct impact on unit's results
 - E. Authoritative to unit/substantial to District

Position Analysis Criteria

1. Knowledge	2. Human Relations Skills	3. Problem Solving	4. Decision Making Freedom	5. Position Impact
C3	C1	D	C	C