

SCHOOL DISTRICT OF FLAGLER COUNTY

JOB DESCRIPTION

EARLY CHILDHOOD SPECIALIST

QUALIFICATIONS:

- (1) Bachelor's Degree from an accredited college or university; or,
- (2) Obtain a Florida teaching certificate; or,
- (3) Obtain a Flagler County non-degreed vocational certification.
- (4) Willing to be flexible in work schedule.
- (5) Ability to deal with varied adults and children (ages 1-7)
- (5) Resident of Flagler County preferred.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of child growth and development. Ability to establish & maintain harmonious working relationships with children, parents, and staff. Good oral and written communication skills. Ability to develop, plan, and operate developmentally appropriate programs for young children.

REPORTS TO:

Assigned Administrator

JOB GOAL

To provide a safe and healthy learning environment for young children in accordance with rules and regulations.

SUPERVISES:

N/A

PERFORMANCE RESPONSIBILITIES:

- * (1) Coordinates all services and program elements related to child development activities such as screening, identification, evaluation and curriculum development.
- * (2) Provides support and assists child care workers in implementing appropriate teaching strategies and activities, managing the setting, selecting and identifying materials.
- * (3) Assumes responsibility for the efficient documentation of program objectives and required reporting procedures and project reviews.
- * (4) Develops and implements individual plans of development for each child.
- * (5) Coordinates and facilitates parental involvement and appropriate parenting activities.
- * (6) Coordinate with the school district, and various agencies to ensure maximum services to children.
- * (7) Participate in existing interagency committees.
- * (8) Teach on an as-needed basis.
- * (9) Perform other incidental tasks consistent with the goals and objectives of this position.

EARLY CHILDHOOD SPECIALIST (Continued)

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 District.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

*Essential Performance Responsibilities

Job Description Supplement Code 3

Flagler Schools Strategic Framework – Teaching & Learning