

# SCHOOL DISTRICT OF FLAGLER COUNTY

## JOB DESCRIPTION

### FLAGLER TECHNICAL COLLEGE SUPERVISOR - EARLY CHILDHOOD EDUCATION SUPERVISOR

#### QUALIFICATIONS:

- (1) Bachelor's Degree, from an accredited College or University in Early Childhood Education or related field; or an AA degree with minimum of three (3) years of experience working in early learning.
- (2) Certification as dictated by FLDOE Curriculum framework and any other governing entity.
- (3) Valid Florida driver license.
- (4) Eligible for District Certification – CTE

#### KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of child growth and development. Knowledge of planning and operating Early Childhood programs, and daycare centers. Ability to manage and coordinate staff, programs, and events. Ability to understand budgets and work within program budget-Possess solid organizational and interpersonal communication skills with ability to build effective relationships with school and community personnel. Possess excellent written and oral communications skills.

#### REPORTS TO:

CTE/AGE Assistant Director

#### JOB GOAL

To provide leadership in the planning, implementation and delivery of Early Childhood Education programs, apprenticeship, and the daycare center.

#### SUPERVISES:

Early Childhood certificate and apprenticeship programs, teachers and daycare staff.

#### PERFORMANCE RESPONSIBILITIES:

- \*(1) Manage coordinate, and oversee administration of early learning programs and daycare center to include: staffing, budget, accreditation, grants, and evaluations.
- \*(2) Coordinate all service and program elements related to Early Childhood Education including student recruitment and job placement.
- \*(3) Maintain all program certifications as required by DCF, Florida Department of Education, and Accrediting agency.
- \*(4) Abide by federal, state and district rules, policies and laws related to the designated programs.
- \*(5) Attend all required meetings for supervised programs.
- \*(6) Teach Continuing Workforce Education classes, based on community needs.
- \*(7) Comply with Council on Occupational Education and DCF regulations
- \*(8) Flexible work schedule required.
- \*(9) Attend required in-service training programs.
- (10) Perform other incidental tasks consistent with the goals and objectives of this position.

\*Essential Performance Responsibilities

#### PHYSICAL REQUIREMENTS:

\_\_\_\_\_FTC Early Childhood Education Supervisor (Continued)

Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently and/or up to 10 pounds of force 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.

**Job Description Supplement Code: 3**

**Salary Lane:** Professional PAIZ

Revised 7/25/20223