

SCHOOL DISTRICT OF BAKER COUNTY

JOB DESCRIPTION

PRE-K / VPK COORDINATOR

QUALIFICATIONS:

- (1) High School Diploma or equivalent
- (2) Ability to work effectively with children, parents, and program staff;
- (3) Experience with supervision and guidance of adults in a child care program.
- (4) Completion of 40 clock hours of Introduction of Child Care Training comprised of Part I and Part II Courses
- (5) Certification as Child Development Associate (CDA) by National Association of Young Children desirable
- (6) The applicant must meet one of the following requirements: 1. Hold an associate's or higher degree from two years of study at an institution of higher education OR 2. Demonstrate on a formal state academic assessment, knowledge of and the ability to assist in instructing reading readiness, writing readiness, and mathematics readiness as required for paraprofessionals.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of Federal and State Laws, State Board of Education Rules, and School Board Policies applicable to assigned responsibilities; Ability to communicate effectively orally and written; Ability to use technology to support assigned duties; Technical knowledge specific to assigned area; Ability to work cooperatively with others.

REPORTS TO:

Principal, Pre-K / Kindergarten Center

JOB GOAL

To perform assigned duties to assure the efficient processing of VPK and Pre-K School Readiness records and to assure the smooth operation of the office of the VPK and Pre-K School Readiness programs.

SUPERVISES:

Assigned Personnel

PERFORMANCE RESPONSIBILITIES:

- (1) To provide leadership, coordination, and cooperation with the VPK / School Readiness child care staff and Episcopal Children's Services.
- (2) Participate in the planning and implementation of assigned programs.
- (3) Manage the tasks specific to the assignment as provided by immediate supervisor.
- (4) Prepare all required reports.
- (5) Maintain all appropriate records.
- (6) Follow established guidelines, procedures, and policies.
- (7) Maintain VPK and Pre-K School Readiness files on each student.
- (8) Registration and orientation of new VPK and Pre-K School Readiness students.
- (9) Maintain rosters for VPK and Pre-K School Readiness program.
- (10) Assist with the organizing of testing with the VPK and Pre-K School Readiness students.
- (11) Maintain monthly / annual reports.
- (12) Maintain the Pre-K School Readiness Budget.
- (13) Coordinate ordering and receiving for the VPK / Pre-K programs.
- (14) Perform other incidental tasks consistent with the goals and objectives of this position.

Pre-K / VPK Coordinator

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

*Essential Performance Responsibilities

Job Description Supplement Code 4 (or) 5