

PINELLAS COUNTY SCHOOL DISTRICT, FLORIDA

PCSB: 8250
Pay Grade: E07

FLSA: Exempt
PTS

EXECUTIVE PROGRAM MANAGER, EARLY CHILDHOOD CENTER
REPORTS TO: Site Administrator
SUPERVISES: Instructional Staff Support Staff
QUALIFICATIONS: Master's degree with graduate or undergraduate degree/major in Early Childhood Education or related field with certification in Elementary Education, Preschool Education, or PreK-Primary, or a related field; and certification in Educational Leadership. Must have administrative experience and demonstrated work experience with preschool children. Must complete all requirements to obtain a Department of Children and Families Director Credential. Must show evidence of a working knowledge of the principles of quality management or commit to begin training in the area of quality management within the first six (6) months of employment.
MAJOR FUNCTION
The Executive Program Manager, Early Childhood Center is responsible for the management of daily operations of the early childhood center including, but not limited to, ensuring the safety of all students and personnel, public relations, plant operations, and food services. The supervisor is responsible for adherence to all applicable local, state, and federal standards and requirements.
ESSENTIAL RESPONSIBILITIES
<ul style="list-style-type: none">• Develops, implements, and evaluates the philosophy aligned with federal, district, and state goals and objectives in the area of early childhood education• Leads the implementation of a developmentally appropriate curriculum and best early childhood practices• Works in collaboration with institutes of higher learning to enhance early childhood education best practices• Establishes, administers, and monitors the budget for the Early Childhood Center setting priorities, supervising, recordkeeping, and forecasts needs on an annual basis• Determines staffing needs including selection, supervision, staff development, and evaluation of all personnel at the center• Supervises student services (i.e. attendance, discipline, and counseling) functions of the center• Develops and maintains a positive center/community climate and a safe and healthy environment aligned with local, state, and federal standards and requirements.• Implements Pinellas County School Board Policies and Procedures as they relate to students, staff, and center community• Implements and evaluates the school instructional program based on children's needs• Maintains orders and inventories equipment, material, and supplies• Directs, maintains, and prepares program records and reports• Coordinates comprehensive services as required which may include mental health, behavioral, medical, dental, and family engagement services

EXECUTIVE PROGRAM MANAGER, EARLY CHILDHOOD CENTER

ESSENTIAL RESPONSIBILITIES (Continued)
<ul style="list-style-type: none">• Directs the scheduling of parent/family conferencing and the home visitations programs with teachers and support staff• Maintains program in accordance with federal, state, county, and other applicable regulations and guidelines• Provides required and/or requested data to collaborating entities as needed• Performs other duties as required
TERMS OF EMPLOYMENT
<p><i>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 established by the District.</i></p> <p><i>Performance of the job will be evaluated in accordance with provisions of the School Board's policy on evaluation of personnel.</i></p> <p><i>The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities and duties required of those in this classification.</i></p>
HISTORY OF JOB CLASSIFICATION
ISSUED; 2/13 LM; BOARD APPROVED: 5/21/13

EXECUTIVE PROGRAM MANAGER, EARLY CHILDHOOD CENTER

WORKING CONDITIONS & PHYSICAL EFFORT:	Seldom Or Never	Monthly	Weekly	Daily	Hourly
1. Lift objects weighing up to 20 pounds					X
2. Lift objects weighing 21 to 50 pounds		X			
3. Lift objects weighing 51 to 100 pounds	X				
4. Lift objects weighing more than 100 pounds	X				
5. Carry objects weighing up to 20 pounds					X
6. Carry objects weighing 21 to 50 pounds		X			
7. Carry objects weighing 51 to 100 pounds	X				
8. Carry objects weighing 100 pounds or more	X				
9. Standing up to one hour at a time				X	
10. Standing up to two hours at a time	X				
11. Standing for more than two hours at a time	X				
12. Stooping and bending			X		
13. Ability to reach and grasp objects				X	
14. Manual dexterity or fine motor skills					X
15. Color vision, the ability to identify and distinguish colors				X	
16. Ability to communicate orally					X
17. Ability to hear					X
18. Pushing or pulling carts or other such objects	X				
19. Proofreading and checking documents for accuracy					X
20. Using a computer to enter and transform words or data					X
21. Using various technology tools					X
22. Working in a normal office environment with few physical discomforts					X
23. Working in an area that is somewhat uncomfortable due to drafts, noise, temperature variation, or other conditions	X				
24. Working in an area that is very uncomfortable due to extreme temperature, noise levels, or other conditions	X				
25. Working with equipment or performing procedures where carelessness would probably result in minor cuts, bruises or muscle pulls	X				
26. Operating automobile, vehicle, or van	X				
27. Other physical, mental or visual ability required by the job	X				

Executive Program Manager, Early Childhood Center – PTS