

PRE-K COUNTS

POSITION DESCRIPTION

NAME:
JOB TITLE: Pre-K Counts Program
Director

FLSA STATUS: Non-Exempt
DEPARTMENT: Education
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OVERALL PURPOSE OF JOB:

This position is responsible to provide leadership, management and ongoing support/supervision to Pre-K Counts staff to ensure that each child and family enrolled in the Pre-K Counts Program receives the experiences necessary to develop the skills which will lead to the child's successful transition as a competent learner in school and life. This position assures the delivery of innovative high quality early education programming.

CORE ORGANIZATIONAL SUCCESS FACTORS:

1. COMMUNICATION

PERFORMANCE MEASURES:

- Openly communicates necessary information with accuracy in a timely manner. Check e-mail and voicemail daily and use basic word processing and company management systems. (i.e. Child Plus)
- Refrains from divulging confidential information regarding students, families or employees.
- Prepares legible documentation.
- Effectively listens and completely reviews documentation before commenting.
- Communicates all information, opinions, and ideas in a positive manner including on social media.

2. CUSTOMER SERVICE

PERFORMANCE MEASURES:

- Is aware of the potential impact of own attitude and behaviors and makes appropriate adjustments to assure that communication and services are purposeful and appropriate.
- Demonstrates knowledge of how different parts of the organization fit together when providing service to clients.
- Recognizes the successes of staff and clients.
- Responds to internal and external customer service inquiries in a timely manner.

3. PROFESSIONALISM

PERFORMANCE MEASURES:

- Demonstrates respect, honesty, integrity, and fairness to all.
- Gains knowledge to ensure competency which leads to professionalism.
- Demonstrates a willingness to use knowledge gained and to distribute it to others.
- Follows work procedures, policies, and Head Start Program Performance Standards.
- Represents agency in a professional manner when attending any agency program or event.

4. RESPONSIBILITY/ACCOUNTABILITY

PERFORMANCE MEASURES:

- Makes rational decisions and is answerable for those decisions.
- Attends work, meetings, and appointments regularly and on-time.
- Completes follow-up/follow-through with assignments and decisions.
- Maintains responsibility and accountability for program resources such as time, money, equipment, etc.
- Follows all policies and procedures in Employee Handbook.
- Follows Recognizing Child Abuse and Mandated Reporter procedures.

5. TEAMWORK

PERFORMANCE MEASURES:

- Strives to be "solution-focused" rather than "problem-focused" and presents recommendations that best meet the needs of clients, the organization, and community.
- Maintains constructive team relationships, coordinates effective goals, and identifies/plans ways to effectively work together with other team members.
- Demonstrates flexibility and adaptability to change.



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ESSENTIAL FUNCTIONS OF JOB: (other duties may be assigned)

1. Oversee the implementation and delivery of the PA Pre-K Counts program.

PERFORMANCE MEASURES:

- Recruit eligible child and families for enrollment in PA Pre-K Counts.
- Ensure that all enrolled children meet PKC state mandated eligibility requirements.
- Ensure that all PKC classes are fully enrolled and maintain a Waiting List as needed.
- Create, print and distribute recruitment materials and join Head Start staff at recruitment events.
- Revise and update the PKC Recruitment and Enrollment Plan as needed.
- Ensure that all CABC and PKC policies, procedures and regulations are being followed.
- Participate in designated State Assessment.
- Ensure program meets requirements included in Program Review Instrument.

2. Supervise the delivery of educational services in accordance with the Pre-K Counts Program mandates and guidelines.

PERFORMANCE MEASURES:

- Ensure the use of an OCDEL approved curriculum and child assessment system in the PKC classroom.
- Ensure the use of a nationally recognized social-emotional curriculum in the PKC classroom.
- Conduct a self-evaluation of all classrooms using an OCDEL approved assessment i.e. ECERS, CLASS.
- Ensure that all PKC classrooms are well equipped and that all classroom furniture is appropriate and in good repair.
- Create a program year calendar that provides 180 instructional days as required by OCDEL.
- Observe all classrooms at least twice a month.
- Review lesson plans at least monthly.

3. Provide supervision to assigned staff.

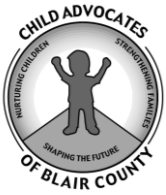
PERFORMANCE MEASURES:

- Ensure that all PKC staff meet the qualifications for their positions as outlined in the PA Dept. of Education PA Pre-K Counts Statue, Regulations & Guidelines.
- Ensure that all PKC teachers maintain their ECE teacher certification and move from Level I to Level II certification as required by the PA Dept. of Ed.
- Update and follow the CABC Pre-K Counts Induction Plan for all newly hired teachers.
- Ensure that all PKC teachers are evaluated using an OCDEL approved evaluation system and evaluator.
- Ensure that all PCK staff are meeting OCDEL's professional development guidelines.
- Conduct individual performance appraisals on time with complete and accurate documentation.
- Work with staff to create a Professional Development plan and encourage staff to pursue their professional development goals.
- Ensure CABC policies, procedures and regulations are being followed by all PKC staff.
- Act as a resource person for staff providing relevant information and training based upon individual needs.

4. Provide and supervise support for the individual needs of PKC children and families.

PERFORMANCE MEASURES:

- Provide each family with the Program Participation Agreement and a copy of the PCK Parent Handbook.
- Ensure that all families are aware of the program attendance requirements and the Suspension & Expulsion policy.
- Ensure all OCDEL screening, health, safety and nutrition requirements are met.
- Identify children in need of additional service and make referrals to the appropriate agencies.
- Assist families as they move through the process of accessing additional services for their child.
- Ensure IEP requirements are being met.
- Ensure family conferences are conducted at least twice during the program year.
- Update the PKC Transition Plan and coordinate transition activities with families, staff and community.
- Ensure at least 2 parent involvement events are held annually at each location.
- Act as a resource person for families with specific needs.



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5. Ensure Pre-K Counts services are delivered using a community-wide approach.

PERFORMANCE MEASURES:

- Participate in community events (Recruitment, WOYC, Kindergarten Transition).
- Develop a positive relationship with community groups and resources, Early Learning Resource Center, LICC, United Way and School Districts.

6. Perform administrative duties

PERFORMANCE MEASURES:

- Enter all required data in PELICAN.
- Enter child information in Teaching Strategies Gold and monitor the progress of children in all classrooms.
- Provide status reports to the CABC Ex. Director and Board of Directors.
- Submit required reports to OCDEL and the Program Specialist in a timely manner.
- Participate in program and strategic planning to support future program continuation and expansion.
- Participate in the creation of an annual PKC budget and monitor spending to ensure that budget requirements are met.
- Develop appropriate recording keeping systems to ensure the proper collection and maintenance of relevant data.
- Ensure proper staffing of classrooms to include securing substitutes.
- Ensure classrooms are properly supplied and equipped.

7. Attend training and meetings as required.

PERFORMANCE MEASURES:

- Attend relevant professional growth and development activities as required.
- Attend all required meetings.

OTHER DUTIES OF JOB:

1. Serve as a classroom substitute as needed.
2. Perform other related duties as required.

SUPERVISION RECEIVED:

Supervision is **typically** received from the Executive Director of Child Advocates of Blair County.

SUPERVISION ADMINISTERED:

This position **typically** requires the supervision of PKC classroom staff.

MENTAL DEMANDS TYPICAL OF THIS POSITION:

- Ability to adapt to a constantly changing work environment
- Ability to manage multiple projects/tasks
- Ability to travel
- Ability to work closely with others
- Ability to work under high pressure for results
- Establish own goals
- Maintain a high level of decision-making
- Maintain a high level of record keeping/routine paperwork
- Meet frequent deadlines
- Provide close attention to detail
- Utilize creativity

PHYSICAL DEMANDS TYPICAL OF THIS POSITION:

Constantly Incurred (More than 75% of time on job)

Ability to communicate orally, Ability to hear conversation, Ability to climb stairs.



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Frequently Incurred (Between 25% - 75% of time on job)

Ability to stand, Ability to walk, Ability to sit, Ability to use both legs, Use of depth perception, Use of color vision, Ability to operate truck/motor vehicle, Ability for rapid mental/muscular coordination simultaneously.

Occasionally Incurred (Less than 25% of time on job)

Ability to lift up to 40 lbs., Ability to kneel, Ability to crawl, Reaching at high or low level, Repetitive finger movement, Ability to use both hands, Ability to balance, Ability to stoop, Repetitive twisting or pressure involving wrists or hands, Specific visual requirements

WORKING CONDITIONS TYPICAL OF THIS POSITION:

Constantly Incurred (More than 75% of time on job)

Work 40 hours per week.

Frequently Incurred (Between 25% - 75% of time on job)

Work outside and inside, Work alone.

Occasionally Incurred (Less than 25% of time on job)

Work outside, Work in heat between 90-100 degrees, Exposure to dust, Exposure to classroom chemicals, Work with machinery with moving parts, Work with moving vehicles, Contact with children, Exposure to blood and bodily fluids.

PERSONAL PROTECTIVE EQUIPMENT TYPICAL OF THIS POSITION:

Occasionally Incurred (Less than 25% of time on job)

Use of latex or vinyl gloves.

QUALIFICATIONS:

EDUCATION

- Bachelor's Degree in Early Childhood Education or related field preferred.
- Master's Degree preferred.

EXPERIENCE/TRAINING

- Five years' experience working with preschool age children at the program management, planning/coordination level.
- Two years' experience working in a supervisory capacity.

LICENSE/CERTIFICATION/OTHER REQUIREMENTS

- Valid driver's license
- Valid auto insurance
- Act 34, 83, 151 Clearances

KNOWLEDGE, SKILLS, AND ABILITIES TYPICAL OF THIS POSITION:

PROBLEM SOLVING SKILLS

- Investigates and provides root cause analysis of problems, suggests alternatives, evaluates outcomes, and makes formal recommendations for solutions.

COMMUNICATION SKILLS

- Verbally informs employees at all levels within the organization with need to know information.
- Consistently uses good listening skills to remain informed and acts upon or acknowledges receipt of information.
- Utilizes appropriate grammar, punctuation, and accuracy in written correspondence, manuals, or publications.

MATH SKILLS

- Performs advanced mathematical functions to include statistical inference, frequency distribution, trigonometry, calculus, validity, etc.



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COMPUTER KNOWLEDGE

- Microsoft Office applications including Microsoft Word, Excel, and Publishing
- Internet/E-Mail
- Presentation/Multi-Media Software

OTHER CHARACTERISTICS

- Documentation and observation skills.
- Strong organizational skills.
- Ability to enforce and uphold work procedures, policies, state regulations and state program directives.
- Ability to follow established confidentiality policy and safety standards.
- Ability to use various office equipment, i.e., copier, fax, shredder, printer, etc.
- Knowledge of financial management.
- Strong leadership and supervisory skills.
- Effective oral and written communication skills.
- Knowledge of human resource laws and regulations as they relate to the management of staff.

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

I have read the above position description and fully understand the requirements set forth therein. I can perform the essential functions of the position with or without accommodation. I will perform all duties and responsibilities to the best of my ability.

I understand that management retains the right to change this job description at any time. I also understand that management may ask me at certain times to perform other duties or assign me other responsibilities other than the ones written above.

Signature of Employee

Date

Signature of Supervisor/HR Representative

Date