

JOB TITLE	DEPARTMENT	REPORTS TO
Coordinator, Exceptional Student Education Pre-Kindergarten Program	Division of ESE & Student Services	Director of ESE
Position No: 63040	Length of Work Year: 12 Months	
Salary Schedule: AD11	Date Approved: 5/24/24	
FSLA: Exempt	Date Revised:	
JOB GOAL		
The Coordinator of the Exceptional Student Education Pre-Kindergarten Program is responsible for overseeing and coordinating all aspects of exceptional student education services for young children in a pre-kindergarten setting.		
MINIMUM QUALIFICATIONS		
<ol style="list-style-type: none"> 1. Master's degree from an accredited educational institution. 2. Certified in Administration and Supervision, Educational Leadership or School Principal. 3. Valid Florida teaching certification. 4. Exceptional Student Education K-12 certification preferred. 5. Minimum of (5) years teaching experience. 6. Experience in early childhood educational programs and/or leadership in Pre-K education preferred. 7. Ability to perform the functions of position. 		
DUTIES AND RESPONSIBILITIES		
<ol style="list-style-type: none"> 1. Coordinates the implementation of the school district's Exceptional Student Education pre-kindergarten program. 2. Provides a comprehensive early learning instructional program to address the diverse needs of the ESE pre-kindergarten student population. 3. Oversees the implementation of individualized education plans for students with disabilities in the pre-kindergarten program. 4. Coordinates and delivers professional learning for pre-kindergarten teachers, paraprofessionals, and support staff. 5. Leads the implementation of Positive Behavior Intervention and Supports in the ESE pre-kindergarten program. 6. Collaborates with school district leaders and the local early learning coalition to ensure coordinated and articulated programs. 7. Maintains a resource center for teachers, staff, and families. 8. Supports the successful transition of children from pre-kindergarten to kindergarten. 9. Coordinates with community agencies to provide additional support for children and families as needed. 10. Participates in District meetings, conferences, workshops, and other meetings and activities appropriate for professional learning. 11. Communicates effectively, both orally and in writing, with parents, students, teachers, district personnel and the community. 12. Supervises the collection and maintenance of data for preparation of ESE prekindergarten project evaluations. 		
PHYSICAL DEMAND CLASS:		
Light(L)-Frequent lifting and carrying of objects weighing 10 pounds or less. Infrequent lifting and carrying of objects weighing 11-35 pounds. Frequent walking and/or standing is required to carry out duties.		