



UNITED COMMUNITY OPTIONS OF MIAMI

EMPLOYEE JOB DESCRIPTION

NAME: _____

DEPARTMENT: EBA

POSITION: PRINCIPAL AND PRESCHOOL COORDINATOR Q&A

DATE EMPLOYED: _____

Specific Duties & Responsibilities	
TCT	
1.	Create/initiate summer required paper work
2.	Track/log attendance, pre/post test, and daily ratings
3.	Accumulate/log data
CHARTER SCHOOL	
4.	Attend quarterly board meetings
5.	Attend quarterly principal meetings
6.	Attend opening of school meeting
7.	Attend other meetings as needed
8.	Input needed info in intranet (ISIS, PARIS, ACES)
9.	DCPS e-mails
10.	DCPS briefings
11.	SIP (create report and review)
12.	Annual accountability report
13.	Complete various surveys throughout the year
14.	Compliance review-collect needed paperwork
15.	Teacher certification - track
16.	Highly qualified teachers - track
17.	ESOL requirements - track
18.	Input daily attendance when needed
19.	Check attendance
20.	Review weekly inter office mail and distribute
21.	Collect accountability data
EESAC	
22.	Plan and chair quarterly meetings
23.	Input meeting minutes, roster, by laws on-line
24.	Attend yearly meeting
IEP	
25.	Attend all meetings as general education teacher
26.	Matrix-write and review
27.	Write data summary sheet
28.	Check IEP to make sure is correct and marked
29.	Input IEP data on WISE
CUMS	
30.	Audit/complete report for each student
31.	Make sure cum is complete and paperwork is correct
MEDICAL MATRIX	
32.	Collect information and create document for B2 and Charter
33.	Update monthly
BENCHMARKS/CSCMS	
34.	Prepare monthly, Submit
35.	Put in binder and in folder on H drive

SPECIFIC DUTIES & RESPONSIBILITIES

Job Title: **PRESCHOOL COORDINATOR QA/PRINCIPAL**

Supervisor: EXECUTIVE DIRECTOR
 Dept/Div.: PRESCHOOL/DIV. 110
 Administrative Salaried Exempt

Specific Duties & Responsibilities	
FTE	
36.	Certify
37.	Collect paperwork for FTE box
38.	Calculate numbers for each site
UCO	
39.	Create yearly calendars
40.	Goal planning/SWOT and updating of goals
KRONOS	
41.	Monitor
42.	Input when director on vacation
DCF	
44.	Keep up on regulations/requirements
45.	Review dummies
46.	Track 45 childcare hours when needed
47.	Track in-service hours when needed
B-2	
48.	Complete monthly staff status change and submit
49.	Percentages - collect and input?
50.	Attend B-2 director meetings

SUPERVISOR'S DUTIES & RESPONSIBILITIES	
1.	Acts as a role model (what & how you do things).
2.	Is a good listener.
3.	Ensures Home is secure & all doors are locked.
4.	Gives staff the opportunity to speak/listens to their opinions.
5.	Highly ethical in all situations.
6.	Impacts and develops change in a positive manner.
7.	Delegates and monitors tasks and responsibilities in a reasonable manner.
8.	Manages stress and tension effectively.
9.	Provides opportunities for staff to learn through In-services, videos, and trainings for more knowledge and promotion with the assistance of the Director.
10.	Utilizes motivational techniques through signs throughout facility, awards and merits.
11.	Creates and develops opportunities for success and recognizes that success through EOM, EOQ and EOY.
12.	Written communication is clear, well written and logical.
13.	Keep people informed using various effective means of communication.
14.	Plans and leads effective meetings on a consistent basis.
15.	Uses effective problem-solving techniques.
16.	Addresses personnel related problems calmly and by not taking things personally.
17.	Utilizes progressive disciplinary action.
18.	Maintains effective supervisor's notes, materials & insures staff is informed on changes within; via monthly meetings.
19.	Maintains annual vacation calendar & monitors usage of vacation.
20.	Ensure Performance Evaluations are completed utilizing performance Logs, Merit & Counseling Statements, comparison to previous evaluations, soliciting input from peers & individuals served, & from supervisor's rating sheet.
21.	Insures performance evaluations are thorough, complete and that the review is effective.
22.	Insures applicant interviewing is effective thorough & legal by observing staff & acting as a role model when director isn't available.
23.	Updates job descriptions as job duties and responsibilities change for staff.
24.	Follows Team Pledge.

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8/27/09 version: Effective 10/1/09

Check each item that needs to be a Goal for Next Year	<p style="text-align: center;">Computer Related Duties and Responsibilities ---Self Assessment</p> <p>The purpose of this section is to act as a reminder of UCO's policies that will maximize effectiveness and efficiency of employee's computer and UCO's network. Following these guidelines will protect the valuable information in our computers and save time and resources for you and the IT department. Identify items that need to be a Goal(s) and indicate if you need training.</p>
	<p>1) Electronic media is not be used for discriminatory, harassing or obscene communications, personal gain, advancement of individual opinions, or for any other purpose which is illegal or against agency policy or UCO's interest.</p>
	<p>2) Employee does not...</p> <ul style="list-style-type: none"> • Transmit, retrieve, download or store derogatory, offensive, defamatory, etc. messages or images. • Make threatening or harassing statements to another employee, client or outside party. • Transmit, retrieve, download or store messages relating to Equal Opportunity protected categories (race, sex, etc.). • Send or receive copyrighted or confidential materials without prior authorization. • Solicit personal business opportunities or personal advertising. • Gamble, monitor sports score or play electronic games. • Use a code, access a file, retrieve stored information or disseminate information unless authorized to do so • Upon termination, no employee shall remove any software or data from agency computers.
	<p>3) Employees does...</p> <ul style="list-style-type: none"> • Utilize the TCG Helpdesk helpdesk@UCOsouthflorida.org or call 1-866-950-9870 for assistance • Check their e-mail at least twice each work day. • Utilize encryption software to send protected messages • Properly log-off their computers at the end of their shift, unless instructed otherwise.
	<p>4) The standard best practices below are observed and practiced:</p> <ul style="list-style-type: none"> • Protect system by not opening unsolicited emails or downloading freeware or listening to or downloading streaming video • Review junk email daily or at least weekly in order to "unjunk" emails or move to in box that you want keep • Protect confidential and information by saving to H drive personal user file and not C drive • Purge files in H drive personal user file and emails periodically to save space; • Use scan feature and printing to copy machine if available • Internet use—plan sessions to be as efficient as possible and closes site when leaving the computer • Restrict internet usage to visiting sites that are related to official work and or work related professional interests; doesn't use internet for personal business, use streaming banners, listen to iTunes, LimeWire, or other music and file sharing websites; access YouTube, Face Book or My Space, play games • Keep computer equipment clean and protected from damage • Do not download or install any type of software without prior authorization from the IT Department. This includes desk top screen savers. • If you suspect you have a virus or malware, turn off your computer and notify the IT Department immediately. • Do not share or leave passwords that can be easily found by others and lock work station • Do not disconnect or move your computer without prior authorization from the IT Department. • Lock workstation (Alt-Control-Delete) when you step away from your computer to prevent unauthorized access. Do NOT turn off your system at the end of the day, lock and leave running • Use standardized email signature format for emails (name, title, corporation name, program name or department (optional) address, phone number, fax number, confidentiality statement); don't use personalized backgrounds, pictures, quotes etc
	<p>5) All UCO computers, e-mail and Internet access are the agency's property to be used solely for agency business. All software, data collected and data created is also agency property</p>
	<p>6) UCO reserves the right to monitor and review all information created and/or communicated by its employees via electronic media; copy and/or disclose any information in our system to law enforcement officials or other third parties</p>
	<p>7) Violations of this policy may result in disciplinary action up to and including termination.</p>
	<p>8) Employees may be subject to criminal prosecution and/or substantial monetary penalties for violations of this policy. UCO reserves the right to change this policy at any time.</p>

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QUALIFICATIONS:(Education/Experience/Licenses/Personal Characteristics)

Professional Salaried Exempt

**PRESCHOOL COORDINATOR QA/PRINCIPAL
(POSITION)**

1. B.S. - Certified Special Education
2. Minimum of 3 years teaching experience with infants and toddlers
3. NDT experience preferred
4. M.S. in Special Education preferred
5. Good interpersonal skills/communication skills
6. Can comfortably bend up and down from low chairs for approximately 75% of an eight hour day.
7. Ability to bend at the knees and comfortably lift a child that weighs up to 40 lbs.

JOB DESCRIPTION COMMITMENT:

- A. I have read and am fully aware of all the responsibilities indicated in this position description, and I acknowledge the fact that I will be held accountable for insuring that all duties are carried out as deemed appropriate. The job description reflects the general details considered necessary to describe the principal functions of the job. It should not be construed as a complete description of all the work requirements that may be inherent to the job.
- B. As an employee of United Community Options, I understand that I am required to report to work (before, during and after) a period of civil unrest or natural disaster in accordance with the agency emergency procedures.
- C. As an employee of United Community Options, I am aware of and committed to a Drug Free Workplace.
- D. As an employee of United Community Options, I am aware of the reasonable risk of exposure and of the probability of exposure to bloodborne pathogens relative to my specific job duties. I have been trained on the use, purpose and location of personal protective equipment (PPE) and may use additional PPE as I wish.
- E. As an employee of United Community Options, I understand I am required to comply with all safety and health related policies.

SIGNATURES: Sign and Date at review meeting.

Employee

Date

Supervisor

Date

Director

Date

Executive Director

Date