

JOB DESCRIPTION

TITLE BASIC PREK SPECIALIST

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below 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.

Education/ Experience	Associate's degree from a college or technical school; or two year's related experience and/or training; or equivalent combination of education and experience which provides the required knowledge, skills and abilities for this position. Advanced level computer skills required (i.e. Word, EXCEL).
Language Skills	Ability to read and interpret documents such as safety rules, operating and maintenance instructions and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of administrators, parents or employees of the organization.
Mathematical Skills	Ability to calculate figures and amounts such as discounts, interest, commissions, proportions and percentages. Ability to apply concepts of basic algebra.
Certificate/License	N/A
Reasoning Ability	Ability to apply common sense understanding to carry out instructions furnished in written, oral or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.
Physical Demands	The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is required to sit, talk and hear; stand and walk; use hands to finger, handle, or feel; reach with hands and arms. The employee occasionally lifts and/or moves up to 40 pounds. Specific vision ability required by this job includes close vision, distance vision, and the ability to adjust focus. The employee shall remain free of any alcohol or non-prescribed controlled substance while on duty. In addition, the employee shall be free of any substance, prescribed or otherwise, that impairs the employee's work performance or the safety of others while on duty.

Work Environment The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually quiet.

REPORTS TO Director, Basic Pre-K

GENERAL RESPONSIBILITIES

1. Assists the Basic Pre-K Director in processing the District budget including data analysis, budget amendments and reconciliation of income and expenditures.
2. Supports the Basic Pre-K Director in achievement of departmental annual goals and in the overall mission of the provision of services to schools and departments in a constructive and positive manner at all times.
3. Provides supportive assistance to District schools and departments regarding the implementation of Head Start and VPK requirements.
4. Works cooperatively and supportively with the other components of the District financial services entity, including, but not limited to: Accounting, Payroll, Purchasing and FTE departments and the office of the Executive Director of Finance.

SPECIFIC RESPONSIBILITIES

1. Works with the Budget Specialist to monitor the budgets (Head Start and VPK); reviews with the Pre-K staff monthly.
2. Assists the Basic Pre-K Director in preparing /coordinating grant proposals and Board agenda items for submission by the District.
3. Monitors the implementation of grants to ensure compliance of grant conditions.
4. Maintains files on grants for audit purposes.
5. Prepares purchase orders, checks-in items when delivered, and codes invoices for payments. Communicates with vendors to identify and resolve issues that may occur with purchase orders, items and/or deliveries.
6. Manages the PAR (time and effort) forms and processes registrations.
7. Prepares and submits reimbursements for all personnel.
8. Processes all Professional Development Proposals for the Pre-K program.
9. Acts as a liaison for all Basic Pre-K/Head Start issues.

10. Works cooperatively and supportively with other components of the District financial services entity, including, but not limited to Accounting, Purchasing and FTE departments. Works closely with the ESE Pre-K Department.
11. Oversees the office staff for Pre-K and assists with general office duties; provides training to various groups.
12. Provides support for the Head Start Management Team and the VPK Coordinator.
13. Coordinates the partnership with FGCU and the ELLM project.
14. Prepares and maintains roster information for all project personnel handled by the Head Start Grant and the VPK program.
15. Monitors and verifies monthly attendance for the VPK program.
16. Works with Budget Specialist to prepare VPK billing to the State vendor.
17. Works with Budget Specialist to rectify VPK reimbursement discrepancies.
18. Serves as the first point of contact for parents, Early Learning Coalition (ELC) and the State VPK vendor.
19. Performs other duties as assigned.