



Adams 12
Five Star School District
 Job Description

Job Title:	Preschool Site Director	Job Code:	1050
Job Family:	BASE, Preschool and Outdoor Ed. Programs	FLSA Status:	Non-Exempt
Pay Program:	Classified	Pay Range:	G 25
Prepared/Revised Date:	October 26, 2005	Work Year:	9 months

SUMMARY: Successfully work with Early Childhood Education Administration and other Early Childhood Education staff to help run and maintain a preschool program consisting of children with special needs, children at risk and tuition peers. Program must meet standards set forth by district, state and federal regulations.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *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.*

Job Tasks Descriptions	Frequency	% of Time
1. Implement the district's research based curriculum in literacy and numeracy that meets the needs of all students and monitor student progress as directed by Early Childhood (EC) Special Education certified staff.	D	35%
2. Be knowledgeable about each student's Individual Education Plan (IEP) and help students to meet IEP goals and make adaptations and modifications for students when necessary. Work cooperatively with special education specialists and implement accommodations, modifications and interventions as needed. Assist in the implementation of each Special Education student's IEP including monitoring of goals and benchmarks, implementation of accommodations and modifications and on-going assessment to document progress. Attend IEP meetings.	D	20%
3. Assist and maintain communication with families by helping to develop newsletters. Keep families informed on student progress; resolving problems and conflicts with families and students; scheduling and conducting parent/teacher conferences; and maintaining confidentiality.	D	10%
4. Comply with laws and regulations by maintaining student files; ensuring that classroom and programs comply with District, state and federal policies and regulations.	D	10%
5. Assist Early Childhood Coordinator or Director, Student Support Services with supervising Preschool Site Leader(s) including assisting with interviewing, hiring and training employees and providing input to performance evaluations. Prioritize, schedule and assign work.	D	5%
6. Attend weekly team meeting with all staff to discuss programming and student progress. Disseminate information to all staff from all Early Childhood meetings.	W	3%
7. Implement curriculum-based assessments for all students in literacy and numeracy; analyze data; drive data-based decisions around programming.	W	3%
8. Participate and implement skills acquired from Early Childhood staff development and training. Attend required continuing education classes and adhere to guidelines set by Colorado Preschool Program (CPP) and Colorado Department of Human Services.	A	2%
9. Perform financial responsibilities by collecting and filling out ledger of tuition and registration fees to be deposited by EC Secretary, and submitting purchase requests for supplies and materials to EC Secretary.	W	2%
10. Perform tasks including enrolling students, and completing monthly reports.	M	2%
11. Work with EC administration in overseeing licensing regulations.	M	2%
12. Perform assigned duties pertaining to Child Find and CPP screenings.	A	2%
13. Implement the district's unified curriculum through weekly lesson planning with Early Childhood Specialists. Oversee classroom preparation of curriculum.	W	2%
14. Perform other duties as assigned.	Ongoing	2%
	TOTAL =	100%

EDUCATION AND RELATED WORK EXPERIENCE:

- Bachelor's or master's degree with major emphasis in child development, early childhood education or early childhood special education, including the specified minimum course work from a regionally accredited college or university. No additional experience is required,

OR

- Bachelor's degree in elementary education from a regionally accredited college or university including course credits in the following topics:
 - a. Three semester hours or equivalent in child growth and development or child psychology.
 - b. Three semester hours or equivalent in methods and techniques of teaching the preschool-age child.
 - c. A total of 6 semester hours or equivalent quarter hours in 2 classes: health, nutrition and safety; and administration of a child care center which must be at least 3 semester or equivalent quarter hours;
- Persons with a bachelor's degree and completion of courses specified must have 12 months (1,820 hours) of verified experience working directly with children in a child development program.
- Must complete the courses “Facilitating Improved Performance,” “Conflict Management,” “How to Interview” and “Classified Evaluation Training” within one year of entering position.

LICENSES, REGISTRATIONS or CERTIFICATIONS:

- Criminal background check required for hire.
- Successful completion of a pre-hire post-offer physical examination.
- CPR and First Aid certifications and Universal precautions must be acquired within one month of entering position.
- Colorado Department of Human Services Director qualification required within six months of entering position.

TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:

- Basic mathematic skills.
- Ability to work with children with special needs.
- Critical thinking and problem solving skills.
- Knowledge of State Department of Human Services guidelines.
- Ability to maintain confidentiality in all aspects of the job.
- Ability to manage multiple tasks with frequent interruptions.
- Ability to manage multiple priorities.
- Ability to diffuse and manage volatile and stressful situations.
- Ability to promote and follow Board of Education policies, Superintendent policies and building and department procedures.
- Ability to communicate, interact and work effectively and cooperatively with people from diverse ethnic and educational backgrounds.
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment and report unsafe conditions to the appropriate administrator.

MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:

- Operating knowledge of and experience with personal computers and peripherals.
- Operating knowledge of and experience with Microsoft Word, Excel, and StarMail.
- Operating knowledge of and experience with typical office equipment, such as telephones, copier, fax machine, E-mail, etc.

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

	POSITION TITLE	JOB CODE
Reports to:	Early Childhood Coordinator or Director of Student Support Services	4110 or 050701

	POSITION TITLE	# of EMPLOYEES	JOB CODE
Direct reports:	Preschool Site Leader	1	050322

BUDGET AND/OR RESOURCE RESPONSIBILITY:

- Collect tuition and registration fees and participate in fundraisers.

PHYSICAL REQUIREMENTS & WORKING CONDITIONS: *The physical demands, work environment factors and mental functions described below 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.*

PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand			X	
Walk			X	
Sit			X	
Use hands to finger, handle or feed		X		
Reach with hands and arms			X	
Climb or balance		X		
Stoop, kneel, crouch, or crawl			X	
Talk			X	
Hear			X	
Taste		X		
Smell		X		

WEIGHT and FORCE DEMANDS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds				X
Up to 25 pounds				X
Up to 50 pounds			X	
Up to 100 pounds	X			
More than 100 pounds	X			

MENTAL FUNCTIONS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare			X	
Analyze				X
Communicate				X
Copy		X		
Coordinate		X		
Instruct				X
Compute		X		
Synthesize		X		
Evaluate			X	
Interpersonal Skills				X
Compile			X	
Negotiate	X			

WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)	X			
Work near moving mechanical parts	X			
Work in high, precarious places	X			
Fumes or airborne particles	X			
Toxic or caustic chemicals	X			
Outdoor weather conditions		X		
Extreme cold (non-weather)	X			
Extreme heat (non-weather)	X			
Risk of electrical shock	X			
Work with explosives	X			
Risk of radiation	X			
Vibration	X			

VISION DEMANDS:	Required
No special vision requirements.	
Close vision (clear vision at 20 inches or less)	X
Distance vision (clear vision at 20 feet or more)	
Color vision (ability to identify and distinguish colors)	X
Peripheral vision	X
Depth perception	
Ability to adjust focus	X

NOISE LEVEL:	Exposure Level
Very quiet	
Quiet	

NOISE LEVEL:	Exposure Level
Moderate	
Loud	
Very Loud	X