

Job Title: **Preschool Site Director**
Job Family: **Preschool**
Pay Program: **Classified**
Typical Work Year: **9 months**

Job Code: **1050**
FLSA Status: **Non-Exempt**
Shift Differential: **No**
Pay Range: **G 17**

SUMMARY: Successfully work with early childhood education administration and other early childhood (EC) education staff to coordinate 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. Frequency and percentage of time may vary based on building assignment.*

Job Tasks Descriptions	Frequency	% of Time
1. As part of a preschool teaching team, implement the district's Board of Education approved curriculum that meets the needs of all children and monitor child progress. May facilitate, design and implement weekly team lesson planning and oversee classroom preparation. Implement results matter assessment; analyze data; drive data-based decisions around programming.	D	30%
2. Be knowledgeable about each child's Individual Education Plan (IEP) and help children to meet IEP goals. 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 and testing 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 concerns with families; scheduling and conducting family, child and staff conferences; and maintaining confidentiality. Complete attendance calls and assist with login for Infinite Campus.	D	10%
4. Comply with laws and regulations by maintaining child and staff files; ensuring that classrooms and programs comply with district, state and federal policies and regulations.	D	10%
5. Assists with all areas of physical needs for all students, including performing daily routines, toileting and/or diapering, specialized dietary requirements, and medical needs as delegated by the Preschool Registered Nurse.	D	5%
6. Assist early childhood director with supervising preschool classroom staff including assisting with interviewing, hiring and training employees and providing input to performance evaluations. Prioritize, schedule and assign work. May be responsible for review, approval and verification of reported time in district time and labor system. May prepare and analyze time and labor reports and complete paperwork for payment of stipends and other pay.	W	5%
7. Attend team meetings, as well as All Staff Meetings, to discuss programming and child progress. Disseminate information to all staff from all early childhood meetings.	W	3%
8. Perform financial responsibilities by submitting required paperwork per Department practices.	W	5%
9. Participate in required early childhood education professional development/training activities and maintain up-to-date certification in district and state required areas. Attend required continuing education classes complying with the Colorado Department of Human Services and the local health and fire agencies.	A	4%
10. Perform tasks including enrolling CPP students, perform assigned duties pertaining to developmental screenings, adhere to guidelines set by Colorado Preschool Program (CPP.) Work with EC administration in overseeing licensing regulations.	M	4%
11. May serve as a substitute or float, as needed, to ensure minimum staffing ratios as well as coverage for staff.	D/W/M	2%
12. Perform other duties as assigned.	Ongoing	2%
TOTAL =		100%

EDUCATION AND RELATED WORK EXPERIENCE:

- Must complete the district courses “Progressive Discipline,” and “Classified Evaluation System” within one year of entering position.
- Experience in an early childhood setting preferred.
- **Candidates must be able to provide proof they are Director qualified consistent with Colorado Dept. of Human Services regulations.**

LICENSES, REGISTRATIONS or CERTIFICATIONS:

- Criminal background check required for hire.
- Ability to successfully complete a pre-hire, post-offer physical examination.
- Additional successful completion of a post-hire physical examination required on a yearly basis.
- 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.

TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:

- Basic mathematic skills.
- Ability to work with a large population of 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 keep up-to-date technically and apply new knowledge to your job. Includes adapting to and mastering new system applications and processes as implemented by the district or department.
- Ability to diffuse and manage volatile and stressful situations.
- Ability to promote and follow Board of Education policies, District 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.
- Ability to stay current with district policy, standards and training in the areas of data quality, data privacy, and cybersecurity with respect to student and staff data, and related information systems.

MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:

- Operating knowledge of and experience with personal computers and peripherals.
- Operating knowledge of and experience with Microsoft Word and Excel.
- Operating knowledge of district information technology systems and any other department specific software and equipment required within 2 months after entering position.
- 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:	Preschool Coordinator	3040

	POSITION TITLE	# of EMPLOYEES	JOB CODE
Direct reports:	Preschool Site Aide	Varies	050323
	Early Childhood Teaching Assistant (ECTA)	Varies	050322
	Early Childhood Teacher (ECT)	Varies	080618

BUDGET AND/OR RESOURCE RESPONSIBILITY:

- Monitor site budget and purchase supplies.

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 and fingers to handle and/or feel		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	
51 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