

**Job Description**

Job Title: **Preschool Site Director**  
 Job Family: **BASE and Preschool**  
 Pay Program: **Classified**  
 Prepared/Revised Date: **December 2015**

Job Code: **1050**  
 FLSA Status: **Non-Exempt**  
 Pay Range: **G 25**  
 Typical Work Year: **9 months**

**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.*

| <b>Job Tasks Descriptions</b>   | <b>Frequency</b> | <b>% of Time</b> |
|---|------------------|------------------|
| 1. As part of a preschool teaching team, implement the district’s research based curriculum that meets the needs of all children and monitor child progress.  | D                | 35%              |
| 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.   | D                | 10%              |
| 4. Comply with laws and regulations by maintaining child and staff files; ensuring that classroom and programs comply with district, state and federal policies and regulations.  | D                | 10%              |
| 5. 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.                              | D                | 5%               |
| 6. Attend weekly team meeting with all staff to discuss programming and child progress. Disseminate information to all staff from all early childhood meetings.   | W                | 3%               |
| 7. Implement results matter assessment; analyze data; drive data-based decisions around programming. Perform financial responsibilities by collecting and recording of tuition and registration fees to be deposited and submitting purchase requests for supplies and materials.   | W                | 5%               |
| 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), the Colorado Department of Human Services and the local health and fire agencies. Perform assigned duties pertaining to developmental screenings.  | A                | 4%               |
| 9. Perform tasks including enrolling children, and completing monthly reports, through the use of district information technology systems. Work with EC administration in overseeing licensing regulations.   | M                | 4%               |
| 10. Implement the districts unified curriculum through weekly team lesson planning. Oversee classroom preparation of curriculum.  | W                | 2%               |
| 11. Perform other duties as assigned.   | Ongoing          | 2%               |
|   | <b>TOTAL =</b>   | <b>100%</b>      |

**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.

**LICENSES, REGISTRATIONS or CERTIFICATIONS:**

- Criminal background check required for hire.
- Ability to successfully complete 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.

**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 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, 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 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:**

|                    | <b>POSITION TITLE</b>              | <b>JOB CODE</b> |
|--------------------|------------------------------------|-----------------|
| <b>Reports to:</b> | Early Childhood Education Director | 060508          |

|                        | <b>POSITION TITLE</b> | <b># of EMPLOYEES</b> | <b>JOB CODE</b> |
|------------------------|-----------------------|-----------------------|-----------------|
| <b>Direct reports:</b> | Preschool Site Leader | 1                     | 050322          |

**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.*

| <b>PHYSICAL ACTIVITIES:</b>         | <b>Amount of Time</b> |                  |                   |                 |
|-------------------------------------|-----------------------|------------------|-------------------|-----------------|
|                                     | <b>None</b>           | <b>Under 1/3</b> | <b>1/3 to 2/3</b> | <b>Over 2/3</b> |
| 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                |                   |                 |

| PHYSICAL ACTIVITIES: | Amount of Time |           |            |          |
|----------------------|----------------|-----------|------------|----------|
|                      | None           | Under 1/3 | 1/3 to 2/3 | Over 2/3 |
| 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        |                |
| Moderate     |                |
| Loud         |                |
| Very Loud    | X              |