

MARION COUNTY JOB DESCRIPTION

Position Title: Director of Early Childhood Education

Department: Exceptional Child Education

Reports To: Superintendent/Superintendent Designee

Approved By: Marion County Board of Education

Date: July 2022

SUMMARY: Directs the Marion County Public Schools Preschool Program, as well as the Early Childhood initiatives of the district. Ensures program integration with the other instructional departments and the Kentucky Department of Education Program of Studies along with early childhood programs within the community. Collaborates with Director of Special Education to ensure compliance with the regulations of the State and Federal Government. This position must provide effective leadership in developing, monitoring, and maintaining the Marion County Preschool Program. Additionally, this position must collaborate with school and district administrators and community partners to promote and implement strategies relating to growth and development of children in the community from birth through primary.

ESSENTIAL DUTIES AND RESPONSIBILITIES: Other duties may be assigned.

- Oversees preschool budgets (KERA, Federal, & Tuition)
- Identifies 3- & 4-year-old children who meet eligibility requirements for preschool intervention
- Coordinates district-wide mass screening for children with possible delayed development in speech, language, cognitive, motor, social, or adaptive skills
- Organizes screening services upon request throughout school year and summer
- Chairs (when needed) ARC meetings involving referrals for preschool services and obtaining permission for evaluation
- Assists when needed with evaluation of 3- and 4-year-olds
- Chairs (when needed) ARC meetings involving IEP development and specially designed services
- Serves as LEA (Local Education Agency) Chairperson for 3- & 4-year-old residents of Marion County who meet eligibility requirements and attend Head Start, other state or local daycare and preschool centers
- Determines and places income eligible 4-year-olds
- Determines and places tuition (when applicable) eligible 4-year-olds
- Coordinates needed services for birth-to-kindergarten children and families
- Coordinates partnerships with community early childhood providers and families to promote Kindergarten Readiness
- Coordinates and oversees state screenings for kindergarten students
- Develops outreach activities for the school and community to promote child-find and early learning opportunities

- Attends local, regional, and state collaborative group meetings to promote early childhood education
- Conducts home visits as needed to communicate, educate, and partner with families
- Searches for and submits grants to support Early Childhood Education throughout the community
- Monitors implementation of consistent preschool curriculum that follows a program-wide pacing guide
- Submits preschool program data to appropriate state entities
- Reports eligible 3- & 4-year-olds to KDE on December 1 annually
- Reports “Supplemental 3’s” in the spring annually
- Maintains student and demographic data
- Ensures that the preschool program is in compliance with Kentucky Administrative Regulations for Preschool
- Keeps standards of Kentucky Resource Preschool Classrooms updated
- Meets with preschool staff regularly to inform them of changes and requirements
- Works with preschool staff and schools to maintain the highest quality teachers and classrooms possible
- Carries out other duties as assigned by the superintendent

SUPERVISORY RESPONSIBILITIES: Supervises the staff assigned to the Marion County Early Childhood Education Program; is responsible for the overall direction, coordination, and evaluation of the preschool program district-wide; carries out supervisory responsibilities in accordance with the organization’s policies and applicable laws. Responsibilities include: interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

QUALIFICATIONS REQUIREMENTS: 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 and/or EXPERIENCES: Master’s Degree in Education; must have strong leadership and communication skills.

CERTIFICATION REQUIREMENTS: Must meet certification requirements as prescribed in the Kentucky Local Educator Assignment Data Manual. Valid Kentucky teaching certificate with certification in Early Childhood Education, Elementary Education, or Special Education preferred AND administrative certification for the state of Kentucky in the areas of Instructional Leadership, Director of Special Education, or other related administrative certification.

LANGUAGE SKILLS: Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or government regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

MATHEMATICAL SKILLS: Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

TECHNOLOGY SKILLS: Ability to use technology to support instruction; access and manipulate data; enhance professional growth and productivity; communicate and collaborate with colleagues, parents, and the community; and conduct research/solve problems. Proficiency in technology skills must be demonstrated based on the performance criteria set out in the KDE teacher standards for technology.

REASONING ABILITY: Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

OTHER SKILLS AND ABILITIES: Demonstrated leadership ability and general knowledge of issues and problems in all areas that affect preschool students. Ability to establish and maintain effective working relationships with students, staff, and the community. Ability to communicate clearly and concisely both in oral and written form. Ability to perform duties with awareness of all district requirements and Board of Education policies. Ability to deal tactfully with students, staff, parents, and visitors. Ability to maintain confidentiality. Must be dependable, honest, and trustworthy.

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 frequently required to sit and occasionally walk or stand. The employee is occasionally required to talk and hear. Specific vision abilities required by this job include close vision, and the ability to adjust focus. The position requires meeting deadlines with several time constraints, interacting with the public and staff, irregular or extended work hours. The employee is responsible for safety, well-being, and work output of others.

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 moderately quiet. The noise level in this position varies. When visiting a classroom the noise level may be loud, in the office, quiet and at meetings, moderate.

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.