

Job Descriptions

ROME CITY SCHOOL DISTRICT

Position Title: Director of Early Childhood/UPK 3

The Director of Early Childhood/UPK 3 provides leadership in the ongoing development, implementation, and coordination of the Rome City School District's initiatives as well as federal, and state mandates and performs other duties as may be assigned by the Superintendent of Schools. The Director possesses strategic planning and communication skills to function as a member of a team and as well as an individual. The Director reports to the Superintendent of Schools

Typical Work Activities and Responsibilities:

I. Administration:

- A. Leads and supervises all aspects of the District's PreK-3 and Forever Growing Programs.
- B. The Director shall be responsible for the following duties:
 - Establishing and maintaining an effective learning climate in the school.
 - Programming classes within established guides to meet student needs.
 - Establishing guides for proper student conduct and maintain student discipline.
 - Supervising the school's teaching and learning process.
 - Planning, organizing, and directing implementation of all school activities.
 - Initiating, designing and implementing programs to meet specific needs of the school.
 - Establishing and maintaining favorable relationships with local community groups and individuals to foster understanding and solicit support for overall school objectives and programs; interpreting Board policies and administrative directives; and discussing and resolving individual student problems.
- C. Coordination of the District's Kindergarten Registration:
 - Implement the registration process to include advertising, news releases, communication and exposure with the media, preparation of applicants, developing and oversight of the registration process for the Pre K-3 program. Collaborates with Parent Liaisons to ensure all eligible candidates are notified of the registration dates and the dates are clearly communicated to the community.
- D. Coordination of a transitional program for all PreK-3 and Forever Growing Students from their current setting to the elementary schools.
 - Creates/maintains a Transitional Committee (which consists of PreK-3, Forever Growing and Kindergarten Teachers, support staff and parents) to collaborate on a transition plan. The committee will meet regularly to review plan and make adjustments.
 - Reports committee schedule, meeting notes and progress back to the Superintendent of Schools Curriculum and Instruction.

- Serves as a resource to the Board of Education. Prepares reports for the Board of Education as requested by the Superintendent of Schools. Attends Board of Education meetings as requested by the Superintendent of Schools on the progress of the transitional plan.
- Evaluates the effectiveness and efficiency of each program to ensure students are provided with rich and valuable educational opportunities while being a responsible steward of taxpayer funds and district allocations.

II. Curriculum and Instruction:

- Provides leadership and coordination in the PreK-3 Common Core instructional program, and District approved initiatives with attention to scope and sequence to facilitate effective learning. Works with curriculum writing teams to effect horizontal and vertical continuity and articulation of the instructional program throughout the District with guidance of the Superintendent of Schools.
- Creates, implements, and monitors procedures for selecting PreK-3 supplemental instructional materials in use with all District mandates and initiatives within the allocated budget and grants.
- Provides leadership and assistance to PreK-3 teachers to maintain and improve quality instructional programs related to all the district mandates and initiatives.
- Compiles, analyzes and reports performance data related to all student subgroups, included in the New York State School District Accountability Report.
- Works with all cooperating agencies to provide support in implementing the District Common Core Curriculum. Provides all agencies with District approved instructional resources. Coordinates opportunities for professional development and training on District approved instructional resources and Common Core Curriculum. Establishes regular site visits to support instructional programs. Include agencies in all collaboration and curriculum writing opportunities with PreK-3 teachers.

III. Professional Development:

- Insures the availability of appropriate professional development opportunities to teachers consistent with the instructional and curriculum activities described in all the District mandates and initiatives.
- Is an active member of the Professional Development Committee.

IV. School Community Relations:

- Interprets the District Programs in achieving the Goals and Objectives of the District Strategic Plan to the Board of Education, staff and the general public for the PreK-3 program.
- Implement the “Request for Proposal form” and budget for Community agencies to complete to indicate their interest, identify how they will service our students and to submit a budget.
- Engage in on-going communication with each agency interested in participation, provided the Directors guidance on room use, materials needed, staff qualifications, etc.
- Meet with each agency Director personally to review costs and decide on a reasonable price for their services for the contracts.

- Facilitates communication with parents and the community to generate a broad base of community interest and support including social, professional, civic, volunteer, other community agencies and groups, and the news media on all matters that pertain to the District's mandates and initiatives related to the Strategic Plan.

V. Business and Operations:

- Reviews annual budgets prepared by teachers to ascertain their relationship to the District's priorities in support of appropriate building goals for achieving improvement of goals identified in all the District mandates and initiatives related to the Strategic Plan.
- Actively seeks and pursues grant opportunities to support and enhance the Early Childhood and Pre K-3 Programs. Reports grant opportunities to Superintendent of Schools and the Director of Business and Finance and assists in application process.

VI. Professional Growth:

- Maintains memberships in appropriate professional organizations related to elementary curriculum and instruction improvement.
- Attends appropriate professional meeting and keeps informed of progress and new developments in the field of curriculum and instruction.

VII. District Responsibilities:

- All other duties as directed by the Superintendent of Schools or Superintendent of Schools

Minimum Qualifications:

1. New York State Certification as School District Administrator
2. A Master's Degree with a major in literacy education, Birth-6 or equivalent.
3. Five (5) years of successful teaching experience and three (3) years of successful educational management experience at the elementary level or secondary level preferred.

Terms of Employment:

Twelve (12) month employee. Terms of employment shall be in according to the terms of the Rome Administrators' Association contract.

Evaluation: Performance will be evaluated annually in accordance with such provisions as may be deemed appropriate by the Superintendent of Schools. Such evaluation will be performed by the Superintendent of Schools