

Director of Early Childhood – Elementary School

Marshall Public School District Job Description

Position Title: Director of Early Childhood

Department: Early Childhood

Reports To: Assistant Superintendent, Special Programs

SUMMARY: Provides instructional leadership to staff including curriculum planning, review and implementation and professional development. Responsible for day-to-day building administration and the safety and welfare of students, staff and activities. Ensures a safe, pleasant and effective educational atmosphere, provides discipline as necessary and enforces school policy.

ESSENTIAL DUTIES AND RESPONSIBILITIES: (*Other duties may be assigned.*)

- Interacts with students in a constructive manner to encourage each individual to perform at their highest level
- Manages a building staff.
- Assigns teachers to classrooms and students to classes.
- Evaluates performance and effectiveness of programs and staff.
- Coordinates in-service training for staff.
- Maintains relations with parents, parent groups, school volunteers and outside agencies
- Implements policy and procedure changes from the Board or the State and Federal level at the building level.
- Reports appropriately to staff and to community.
- Establishes priorities for educational materials to meet the needs of students and teachers with allowable funds.
- Works with Central Office personnel to coordinate processes for the effective functioning of the school.
- Maintains current information on legal/financial developments of educational legislative reforms.
- Follows all guidelines of licensing and accreditation agencies.
- Oversees bus monitors and changes in student transportation.
- Purchases supplies for department.

SUPERVISORY RESPONSIBILITIES: Manages all employees in the Early Childhood department. Is responsible for the overall direction, coordination, and evaluation of all Early Childhood programs. 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.

EDUCATION and/or EXPERIENCE: Master's Degree, five years teaching experience.

CERTIFICATES, LICENSURES, REGISTRATIONS: Valid teaching certificate and Administrator certificate. CPR and first aid are mandatory and will be provided by the employer.

EVALUATION: Performance of this position will be evaluated in accordance with provisions of the Board's Policy on Evaluation of Professional Personnel.

TERMS OF EMPLOYMENT: Ten+ month employee. Salary to be established by the Board of Education.

