

Position:	Director of Early Childhood
Term:	11 Months
Classification:	Certified/Exempt
Location:	Early Childhood
Qualifications:	Master's Degree from an accredited college or university; Administrator's Certificate; Parent Educator's Certificate; Prior teaching and administrative experience; Knowledge of federal and state legislation and budgetary Management as they relate to Parents as Teachers
Supervisory:	Yes
Reports to:	Executive Director of Student Services

The objective of the Director of Early Childhood Education is to provide leadership in developing, achieving and maintaining the best possible early childhood education and programs for the disadvantaged.

General Expectations:

- Supports the mission of Joplin Schools.
- Supports the value of education.
- Complies with the privacy rights of students.
- Safeguards confidential and/or sensitive information.
- Communicates effectively with all the members of the school district and community.
- Provides excellence in customer service both internally and externally.
- Reacts to change productively.
- Keeps abreast of new information, innovative ideas and techniques.
- Maintains accurate records and filing systems for accountability and audit purposes.
- Ensures that all activities conform to district and state guidelines.

Essential Functions:

- Ability to develop, implement, and evaluate curriculum
- Ability to supervise and evaluate instructional staff
- Ability to plan, organize, and implement staff development programs
- Insure that the districts in compliance with state and federal guidelines.
- Provide consultant services to principals, teachers, and parents
- Plan and implement ongoing in-service training activities for parents and district staff.

- Develop, implement, and evaluate curriculum and instruction of Parents As Teachers, and Early Childhood programs.
- Supervise preschool and kindergarten enrollment and screening
- Supervise and coordinate ongoing preschool screening and district spring kindergarten enrollment and screening.
- Coordinate enrollment and screening of early kindergarten entrants with Assistant Superintendent of Curriculum and Instruction.
- Supervise early childhood referrals to special services.
- Supervise PAT personnel in early childhood special services referral process.
- Provide liaison duties and responsibilities
- Act as liaison for the district with the Missouri Department of Elementary and Secondary Education and Early Childhood sections.
- Act as liaison for the district with outside agencies and professionals who deal with children involved in the programs of responsibility.
- Perform such other tasks and assume such other responsibilities as the Assistant Superintendent of Curriculum and Instruction may assign.
- Carry out all other duties as assigned.

Physical Demands

An individual who holds this position must have the ability to:

- Speak and hear in an environment where numerous conversations and activities may be taking place simultaneously
- Move around the classroom
- Read handwritten or printed material

Attendance

Regular and consistent attendance is an essential function of this position.

The work conditions and environment described here are representative of those that an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Conditions and Environment

The individual who holds this position will regularly work in a school environment that is noisy and active. Occasionally the individual will be required to work outdoors for short periods of time to perform such tasks as loading and unloading students from district transportation and supervising recess.

Note: The statements herein are intended to describe the general nature and level of work being performed by employees, and are not to be construed as an exhaustive list of responsibilities, duties, and skills required of personnel so classified. Furthermore, they do not establish a contract for employment and are subject to change at the discretion of the employer.

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