TITLE: **Director of Preschool Services**

QUALIFICATIONS:

1. Holds a valid Kentucky certification for Supervisor of Instruction or Principal
2. IECE certification is highly desirable
3. Has demonstrated evidence of educational leadership

1. Has at least three years successful teaching experience
2. Is knowledgeable of all applicable federal, state and local regulations, standards and procedures regarding early childhood and special education
3. Has demonstrated ability to communicate and work effectively with parents, staff, students and community
4. Experience in chairing ARC meetings
5. Experience teaching Early Childhood certification is highly desirable
6. Has a clear understanding of confidentiality and the ability to build relationships of trust
7. Demonstrates and maintains productive and positive interpersonal skills

REPORTS TO: Assistant Superintendent Learning Support Services

JOB GOAL: To direct all components of the preschool program, which will ensure compliance with federal, state and local statutes, regulations, policies and procedures related to screening, interventions and initial referral and enrollment in school.

PERFORMANCE RESPONSIBILITIES:

1. Is knowledgeable and is able to assist in the implementation of local, state and national guidelines and policies in all areas of early childhood
2. Assist in conducting evaluations for preschool teachers and para-educators
3. Coordinate and facilitate professional development in early childhood screening process, intervention process and strategies
4. Attend meetings, seminars, and conferences at local, regional, state and national level pertaining to early childhood
5. Coordinate training and maintain accurate early childhood information in the state approved student information system to include demographic, intervention, and eligibility identification following all due process procedures in order to track trends and progress
6. Work with school ARC chairs in the timely implementation of the transition process to assure all First Steps (IDEA Part C) children eligible for special education services have an IEP in place by the 3rd birthday

1. Work with early childhood district and community partners and families on birth – Kindergarten learning initiatives
2. Plan, facilitate and implement a district-wide spring preschool screening and other screenings as needed
3. Work with all stakeholders to plan, organize and coordinate the intervention process based on screening results
4. Ensure research-based developmentally appropriate curriculum, instruction and assessment processes are implemented with fidelity
5. Ensure all local, state and federal reporting related to the preschool program in accurate and submitted on time
6. Work collaboratively with learning support services and special education
7. Perform other duties consistent with the position as may be requested by the supervisor

TERMS OF EMPLOYMENT:

* Salary: Index
* Term: 12 months