

## **MSTM Preschool Director**

### **Responsibilities:**

- Coordinate services with outside agencies and collaborative partners
- Plan and lead parent advisory group
- Design and plan preschool parent nights
- Create home visit schedules and conduct those with other teacher
- Communicate regularly with parents regarding preschool news, parent education opportunities and assessment results
- Monitor and revise curriculum and assessments to fit current needs and comply with QPPS
- Insure all standards within QPPS are being met
- Design professional development plans for teachers and associates
- Monitor online Gold assessments
- Attend Director's meetings and 4RKids (Empowerment) meetings
- Arrange attendance and substitutes for relevant trainings and professional development
- Complete all state reports related to preschool by the expected dates
- Complete all reports for collaborative partners

This position exists as an added duty to one of the preschool teacher's contracts. A yearly stipend would be given in order to account for the extra time and work involved. The preschool director reports to the elementary principal.