

MARTENSDALE-ST. MARYS COMMUNITY SCHOOL DISTRICT

Job Title **Preschool Program Director**

Reports to Elementary Building Principal

Position Purpose

Under the general supervision of the building principal, to coordinate and implement high-quality preschool programming for the Martensdale-St. Marys Community School District.

Essential Performance Responsibilities

- Provides leadership and coordination for high-quality preschool programming.
- Develops and maintains student-focused Early Childhood Education programming.
- Provides program vision, coordination, and assumes responsibility for budgets, handbooks, reports, program accountability, and application procedures.
- Coordinates with building & district-level curriculum coordinators, administrators, and instructional coaches to ensure alignment of programming and professional learning.
- Collaborate in the planning, organizing, and delivering of professional learning for preschool teachers and associates.
- Oversees implementation of the GOLD curriculum and other preschool program requirements.
- Takes a leadership role in completing state reporting, including the CASA Preschool Desk Audit.
- Supports the preschool registration process.
- Ensures environmental requirements are met within preschool classrooms.
- Assists staff and administration with problem solving related to preschool programming and special needs of students.
- Keeps current with educational developments and research as they relate to special programs and makes recommendations to the administrative team consistent with the law on policies and procedures.
- Maintain a current knowledge of development and practices in educational leadership.
- Co-facilitates preschool/AEA team meetings.
- Attends professional meetings, conferences, seminars, and conventions appropriate to district needs and for professional growth.
- Develops and maintains a high level of communication with appropriate personnel and parents.
- Attends IEP meetings, acts as the administrative representation during IEP meetings in the absence of the Elementary Principal.
- Administers standardized tests in accordance with district testing programs.
- Performs other related tasks as assigned by the Elementary Principal and other central office administrators as designated by the Superintendent.

Note: The above description is illustrative of tasks and responsibilities. It is not meant to be all inclusive of every task or responsibility.

Knowledge, Skills, and Abilities

- Knowledge of current teaching methods and educational pedagogy, as well as differentiates instruction based upon student needs.
- Knowledge of district and state curriculum.
- Knowledge of data information systems, data analysis and the formulation of action plans.
- Knowledge of applicable federal and state laws regarding education and students.
- Ability to use computer network system and software applications as needed.
- Ability to organize and coordinate work.
- Ability to communicate effectively with students and parents.
- Ability to engage in self-evaluation with regard to performance and professional growth.
- Ability to establish and maintain cooperative working relationships with others contacted in the course of work.

Qualifications Profile

- Bachelor's degree from an accredited college or university.
- Appropriate certification for grade level/subject area.

Physical Requirements

Physical requirements vary by individual job assignment but requires a minimum of the following physical requirements: Walking, standing, bending, carrying, climbing, lifting minimum of 20 pounds, driving, pushing, pulling, reaching, sitting, and stooping.

Working Conditions

Varied.

Terms of Employment

Certified teacher contract issued in accordance with the Master Contract.

Evaluation

In accordance with state code, Iowa Teaching Standards and local performance criteria.

FLSA Status

Exempt.