

**OZARK R-VI SCHOOL DISTRICT
JOB DESCRIPTION**

TITLE: ASSISTANT PRINCIPAL/ASSISTANT DIRECTOR - EARLY CHILDHOOD

QUALIFICATIONS:

1. Master's Degree in Education
2. Missouri Special Education Director Certification
3. Demonstrated ability to work with a wide audience of individuals including community groups, principals, teachers and parents
4. Excellent written and oral communication skills
5. Effective public relation and interpersonal skills
6. Detailed understanding of the special education process; ability to interpret policy, procedures and data

REPORTS TO: Principal/Director of Early Childhood

JOB GOALS: To assist the Principal/Director of Early Childhood by providing leadership in developing, achieving and maintaining the best possible educational program to serve the needs of early childhood students.

PERFORMANCE RESPONSIBILITIES:

1. Assist in the leadership and management for the Tiger Paw Early Childhood Center (TPECC) and process coordinator responsibilities for Early Childhood Special Education.
2. Assist in the evaluation of all ECSE, Title I and support staff at the TPECC
3. Assist in providing leadership and direction in all matters relative to curriculum and instruction for Early Childhood Education
4. Create collaboration and uniformity amongst the different early childhood programs at TPECC
5. Assist in managing the Childcare budget
6. Direct the day to day activities of the Childcare program.
7. Assists the Director Early Childhood with the Parents as Teachers program
8. Assists the Director Early Childhood with the administration of Special Education
9. Programs and other duties as assigned

PHYSICAL DEMANDS: Must be able to sit for long periods of time and be mobile within and between school buildings. Must be able to lift 25 to 50 pounds.

TERMS OF EMPLOYMENT: 12 month contract per administrator's salary schedule

TYPE OF POSITION: Exempt

EVALUATION: Evaluated annually by the Principal/Director of Early Childhood

APPROVED BY SCHOOL BOARD: April 16, 2019