

OZARK R-VI SCHOOL DISTRICT
JOB DESCRIPTION

TITLE: PRINCIPAL/DIRECTOR OF EARLY CHILDHOOD

QUALIFICATIONS:

1. Masters 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: Executive Director of Special Services

JOB GOALS: To provide leadership in developing, achieving and maintaining the best possible educational program to serve the needs of early childhood students

PERFORMANCE RESPONSIBILITIES:

1. Provide leadership and management for the Tiger Paw Early Childhood Center (TPECC) and process coordinator responsibilities for Early Childhood Special Education
2. Evaluate all ECSE, Title I and support staff at the TPECC
3. Supervise the Director of the Tiger Paw Daycare and Preschool
4. Provide leadership and direction in all matters relative to curriculum and instruction for early childhood education
5. Create collaboration and uniformity amongst the different early childhood programs at TPECC
6. Develop and manage the budget for Early Childhood Special Education and the TPECC
7. Supervise the Parents as Teachers program
8. Assist the Executive Director of Special Services 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 Executive Director of Special Services

APPROVED BY SCHOOL BOARD: April 16, 2019