

MATAWAN-ABERDEEN REGIONAL SCHOOL DISTRICT

JOB DESCRIPTION

DIRECTOR OF PRESCHOOL PROGRAMS

QUALIFICATIONS:

1. A valid Standard Principal Certification
2. Minimum of three to five years of leadership experience in early childhood
3. Demonstrated leadership in school development improvement, program development and curriculum integration
4. Ability to organize and administer a district-level professional-development program

REPORTS TO: Assistant Superintendent of Student Services & Programs or designee

TERMS OF EMPLOYMENT: Twelve-month position.

EVALUATION: Evaluated annually in writing by the Assistant Superintendent of Student Services or designee

PERFORMANCE RESPONSIBILITIES:

1. Shall ensure the coordination of all elements of a high-quality early-childhood program are fully implemented within the school district.
2. Assists the administration in enforcing State laws, Board of Education policies, administrative regulations and school rules.
3. Maintains accurate, complete and correct records as required by law, district policy, and administrative regulations.
4. Demonstrates qualities appropriate to the profession.
5. Develops rapport with the school community through attendance at community school functions.
6. Leads the development and implementation of the preschool budget, five-year preschool program plan and/or annual update and professional development plans as required by the NJDOE.
7. Coordinates annual program evaluation.
8. Works with principals, Preschool Master Teachers and teachers in developing the school curriculum in assigned curriculum areas and assists in the formulation of a philosophy and objectives for the instructional plan.
9. Studies, evaluates, and as appropriate recommends to the Principals, Assistant Superintendent and/or Superintendent the adoption of new instructional materials, methods and programs in appropriate subject content area.
10. Works collaboratively with the KL-5 Administrative Team to establish vertical articulation as well as ensure proper student transition.
11. Provides leadership in the development of the early childhood instructional program and coordinates efforts with principals to ensure articulation is ongoing.

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12. Assists in the implementation of the district's in-service education program for the instructional staff in the appropriate subject content areas.
13. Recommends to the Principals, Assistant Superintendent, and/or Superintendent the addition of new instructional components in the appropriate subject content areas and promotes enrichment activities/advanced courses.
14. Summarize, interpret, and disseminate current developments in instruction, learning theory and cognitive research through reading of professional journals, participation in professional development, and involvement in professional organizations.
15. Revises curriculum in order to assure alignment of curriculum with the student learning standards.
16. Produces curriculum guides and pacing calendars to be distributed to the staff as required.
17. Collaboratively schedules departmental meetings with the Preschool Master Teachers and PIRT in order to affect horizontal and vertical continuity and articulation of the instructional program.
18. Plans and presents a series of meetings each year for the purpose of interpreting to the Board of Education and to the parents at large the educational program in the appropriate subject content areas.
19. Maintains a curriculum reference library for the use of the staff.
20. Secures and makes available to the staff samples of various instructional materials, textbooks and curriculum guides.
21. Coordinates the selection of textbooks and instructional materials in Early Childhood Education through the use of exploratory committees and recommends those selected to the principals, Assistant Superintendent, and/or Superintendent for adoption by the Board of Education.
22. Keeps abreast of and interprets to the staff the current research in the area of curriculum development.
23. Recommends teacher attendance at conferences and meeting planned for professional development and growth.
24. Cooperates with the special services department in planning the instructional program for the special education classes.
25. In collaboration with the principal, conducts formal classroom observations and data walks.
26. Provides specialized reports required by district, school, and out-of-school agencies.
27. Serves as an advisor for summer programming in assigned curricular areas.
28. Performs all other duties as may be assigned by the Assistant Superintendent and/or Superintendent.

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DATE ADOPTED BY BOARD: July 22, 2019

AGREED TO BY INCUMBENT: _____
Signature

Print

Date