

**MIDDLE COUNTRY CENTRAL SCHOOL DISTRICT
JOB DESCRIPTION
COORDINATOR OF PRE- KINDERGARTEN**

Summary: Assist the Principal(s) in the leadership, direction and supervision of the Universal Pre-Kindergarten program. The Coordinator for Pre-Kindergarten reports directly to the Principal(s). The position includes the duties and responsibilities below and other functions as assigned by the Principal(s).

Qualifications: A Master's Degree (minimum); appropriate NYS administrative certificate in Educational Administration

AND

A minimum of five years teaching experience.

Such alternatives to the above qualifications as the District may find applicable.

Essential Duties and Responsibilities:

1. Assists the Principal in the development, implementation, improvement, and evaluation of the instructional program ensuring conformance to state standards, the District's mission statement, and Board of Education goals and policies.
2. Works collaboratively with all staff to strengthen the instructional program.
3. Confers with teachers, students, and parents concerning educational and behavioral problems in school.
4. Assumes responsibility for the safety of students and staff. Walks about the school building and property to monitor safety and security.
5. Establishes effective communication and maintains positive relationships with district administrative offices, students, staff, parents, and community.
6. Works with the Principal in compiling annual budget requests.
7. Assists in the preparation of the master schedules, staff assignments, student scheduling, accumulative records, and attendance reports.
8. Assists in the communication, implementation, and observance of all Board policies and regulations by staff and students.
9. Assists the Principal in teacher evaluations.
10. Responsible for special duty assignments as directed by the Principal.
11. Attends special events held to recognize student achievement, and attend school-sponsored activities, functions, and athletic events, when possible.
12. Assists in the recruiting, screening, interviewing, hiring, training, and evaluating of the building staff.
13. Keeps informed of progress and new developments in field of specialty. Assumes responsibility for own professional growth and development, for keeping current with literature and new research findings, and for attending appropriate professional meetings.

Job Description (Continued)
Coordinator of Pre-Kindergarten

14. Monitors the safety and security of school facility.
15. Be aware and involved in all department fund-raising events and assumes responsibility for the proper handling of funds. Manage a petty cash fund.
16. Be responsible for the inventory of school property and for the security and accountability of that property.

Reports to: Elementary School Principal(s)
Prepared by: James Donovan
Approved by: Dr. Roberta Gerold, Superintendent of Schools