

Job Title: **Preschool Site Director**  
 Job Family: **Preschool**  
 Pay Program: **Classified**  
 Typical Work Year: **9 months**

Job Code: **1050**  
 FLSA Status: **Non-Exempt**  
 Shift Differential: **No**  
 Pay Range: **G 18**

**SUMMARY:** Successfully work with early childhood education administration and other early childhood education (ECE) staff to coordinate and maintain a preschool program consisting of children with special needs, children at risk, and tuition peers. Program must meet standards set forth by district, state, and federal regulations.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Frequency and percentage of time may vary based on building assignment.*

<b>Job Tasks Descriptions</b>	<b>Frequency</b>	<b>% of Time</b>
1. Manage the daily operation of the program by ensuring preschool staff is taking student attendance, monitoring enrollment, ensuring daily safety of children, maintaining staff-to-child ratio, helping to procure substitute staff if needed, and effectively handling student discipline. Collect and maintain medication documentation. Distribute medication to students as directed. Provide general First Aid when needed. Review 504 Plans and IEPs to ensure compliance.	D	20%
2. Supervise and evaluate classified staff and collaborate with school administration in the evaluation of certified staff. Ensure that all staff attend school and district-wide professional learning, and job specific required training. Implement disciplinary actions, addressing complaints, resolving problems and completing classified employee performance evaluations. Maintain staff files per state and District guidelines.	D	20%
3. Ensure classified and certified staff are implementing the district’s preschool standards-based units of study, using data analysis to make instructional decisions, and working collaboratively together as a team. Ensure staff complies with data input requests for all district and state required assessments.	D	20%
4. Works in partnership with both central office and school office staff in support of maintaining student records, and preschool student registration and enrollment. Administrative records include but are not limited to, student enrollment forms, student behavior documentation, medication administration and injury/incident/lost child reports.	D	15%
5. Serve as primary liaison to parents and families. Receives parent complaints or concerns and works with school administration and district coordinators when necessary in order to solve problems. Communicate program information and respond to phone calls, e-mails and written correspondence to school administration, staff and parents. Attend and participate in assigned meetings.	D	5%
6. Comply with laws and regulations by maintaining child and staff files; ensuring that classrooms and programs comply with district, state and federal policies and regulations. ECE administration and state licensing and health department representatives in overseeing licensing regulations.	D/W	5%
7. Participate in required early childhood education professional development/training activities and maintain up-to-date certification in district and state required areas. Attend required continuing education classes complying with the Colorado Department of Human Services and the local health and fire agencies.	A	5%
8. May serve as a substitute or float, as needed, to ensure minimum staffing ratios as well as coverage for staff. Perform financial responsibilities by submitting required paperwork per Department practices.	D	5%

<b>Job Tasks Descriptions</b>	<b>Frequency</b>	<b>% of Time</b>
Perform other duties as assigned.	Ongoing	5%
	<b>TOTAL =</b>	<b>100%</b>

**EDUCATION AND RELATED WORK EXPERIENCE:**

- Experience in an early childhood setting preferred.
- Candidates must be able to provide proof they are Director qualified consistent with Colorado Dept. of Human Services regulations.

**LICENSES, REGISTRATIONS or CERTIFICATIONS:**

- Criminal background check required for hire.
- Ability to successfully complete a pre-hire, post-offer physical examination.
- Must comply with all state requirements for licensure, including but not limited to, state mandated physical(s).
- CPR and First Aid certifications and Universal precautions must be acquired within one (1) month of entering position.
- Must complete the district courses “Progressive Discipline,” and “Classified Evaluation System” within one (1) year of entering position.
- Colorado Department of Human Services Director qualification required.

**TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:**

- Basic mathematic skills.
- Ability to work with a large population of children with special needs.
- Critical thinking and problem solving skills.
- Knowledge of State Department of Human Services guidelines.
- Ability to maintain confidentiality in all aspects of the job.
- Ability to manage multiple tasks with frequent interruptions.
- Ability to manage multiple priorities.
- Ability to keep up-to-date technically and apply new knowledge to your job. Includes adapting to and mastering new system applications and processes as implemented by the district or department.
- Ability to diffuse and manage volatile and stressful situations.
- Ability to engage in effective communication, collaboration, and teamwork with individuals from diverse backgrounds, cultures, and perspectives, while demonstrating respect and appreciation for their differences.
- Ability to promote and follow Board of Education policies, District policies and building and department procedures.
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment and report unsafe conditions to the appropriate administrator.
- Ability to stay current with district policy, standards and training in the areas of data quality, data privacy, and cybersecurity with respect to student and staff data, and related information systems.

**MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:**

- Operating knowledge of and experience with personal computers and peripherals.
- Operating knowledge of and experience with Microsoft Word and Excel.
- Operating knowledge of district information technology systems and any other department specific software and equipment required within two (2) months after entering position.
- Operating knowledge of and experience with typical office equipment, such as telephones, copier, fax machine, E-mail, etc.

**REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:**

	<b>POSITION TITLE</b>	<b>JOB CODE</b>	
<b>Reports to:</b>	Early Childhood Education Coordinator	3040	
	<b>POSITION TITLE</b>	<b># of EMPLOYEES</b>	<b>JOB CODE</b>
<b>Direct reports:</b>	Preschool Site Aide	Varies	050323
	Early Childhood Teaching Assistant (ECTA)	Varies	050322
	Early Childhood Teacher (ECT)	Varies	080618

**BUDGET AND/OR RESOURCE RESPONSIBILITY:**

- Monitor site budget and purchase supplies.

**PHYSICAL REQUIREMENTS & WORKING CONDITIONS:** *The physical demands, work environment factors and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand				X
Walk				X
Sit		X		
Use hands and fingers to handle and/or feel				X
Reach with hands and arms			X	
Climb or balance			X	
Stoop, kneel, crouch, or crawl				X
Talk				X
Hear				X
Taste				
Smell		X		

WEIGHT and FORCE DEMANDS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds				X
Up to 25 pounds				X
Up to 50 pounds			X	
51 to 100 pounds	X			
More than 100 pounds	X			

MENTAL FUNCTIONS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare			X	
Analyze				X
Communicate				X
Copy		X		
Coordinate				X
Instruct				X
Compute		X		
Synthesize		X		
Evaluate				X
Interpersonal Skills				X
Compile			X	
Negotiate		X	X	

WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)	X			
Work near moving mechanical parts	X			
Work in high, precarious places	X			
Fumes or airborne particles	X			
Toxic or caustic chemicals		X		
Outdoor weather conditions		X		
Extreme cold (non-weather)	X			
Extreme heat (non-weather)	X			
Risk of electrical shock	X			
Work with explosives	X			
Risk of radiation	X			
Vibration	X			

VISION DEMANDS:	Required
No special vision requirements.	
Close vision (clear vision at 20 inches or less)	X
Distance vision (clear vision at 20 feet or more)	X
Color vision (ability to identify and distinguish colors)	

<b>VISION DEMANDS:</b>	<b>Required</b>
Peripheral vision	X
Depth perception	X
Ability to adjust focus	X

<b>NOISE LEVEL:</b>	<b>Exposure Level</b>
Very quiet	
Quiet	
Moderate	
Loud	
Very Loud	X