

WENTZVILLE R-IV SCHOOL DISTRICT

Position Description

Position Title: Early Childhood Administrator-Satellite Campuses
Reports To: Executive Director of Special Education and/or Assistant Superintendent of Academic Services

SUMMARY

Oversees the appropriate delivery of Early Childhood Education within the District. Oversees the implementation of all Early Childhood programming and manages financial and compliance components of all funding components (ECSE grant funding, Title I-A funding, state grant funding, tuition/fee programs, etc).

QUALIFICATIONS/REQUIREMENTS

- Appropriate academic preparation to serve as an administrator of Early Childhood Education. Missouri Administrator Certificate and proven experience in leading early childhood and/or special education.
- Experience with the continuous improvement of programs that have led to improved student academic achievement.
- Knowledge of strategies for designing effective staff development programs concerning early childhood, special education, and title programming.
- Interpersonal communication skills to promote effective interaction with administrators, teachers, counselors, parents, and students.

ESSENTIAL JOB DUTIES

- Coordinates the Early Childhood Education programs and services (located at satellite campuses) within the District.
- Works to ensure Wentzville complies with the Individuals with Disabilities Education Act (IDEA) and the Missouri DESE State Plan for Part B of IDEA for students in satellite buildings and collaborates with the Principal at Barfield Early Childhood Special Education Center to identify, evaluate, and provide services for students
- Works with parents and staff from the District to provide the best educational services possible to all students.
- Works to maximize the success and academic achievement of students.
- Observes and evaluates personnel and students' progress.
- Works toward the accomplishment of Board of Education Goals and MSIP standards.
- Participates in all events associated with the school and District programs.
- Serves on the District administrative team as the representative advocating for Early Childhood Education and its identified student populations.
- Assumes responsibility for the implementation and observance of all Board policies and regulations by the school's staff and students.
- Acts as a liaison between the school and the community, interpreting the school's and district's activities and policies and encouraging community participation in school life.
- Evaluate and counsel all staff members regarding their individual performance.
- Develops and maintains procedures to ensure confidentiality of records for students.
- Participates in the IEP process to ensure students receive appropriate educational eligibilities and are provided appropriate services.

ESSENTIAL JOB DUTIES (cont'd)

- Works to ensure the District staff are in compliance with all state and federal mandates.
- Oversees the administration of district-provided Early Childhood Special Education and grant funding required services within satellite campuses.
- Prepares and supervises the preparation of reports, records, lists, and all other paperwork required or appropriate to the program's administration.
- Assists in the recruiting, screening, hiring, training, assigning and evaluating of the program's professional and classified staff.
- Works with District administrators as needed to resolve problems and allocate space associated with Early Childhood programming.
- Provides training for District administrators and staff in cooperation with district administrators. Communicates, meets, and coordinates with DESE officials as needed.
- Develops and submits appropriate reports for federal and state agencies concerning the District's role in providing Early Childhood programming and services.
- Maintains an understanding of legal issues, compliance requirements, state expectations, and other developments concerning the delivery of Early Childhood programming and acts as a resource to other District administrators.
- Works with the Students & Schools Cabinet team to develop a budget for Early Childhood Education satellite programs provided by the District. Prepares and submits the satellite classrooms' budgetary requests and monitors expenditures of funds.

OTHER DUTIES AND RESPONSIBILITIES

Performs other duties as dictated by law or assigned by the Superintendent of Schools or designee.

ADA COMPLIANCE

The essential functions contained in this job description are in compliance with the Americans with Disabilities Act (ADA) and are not an exhaustive list of the duties performed for this position. The additional duties and responsibilities listed are performed by the individuals currently holding this position, and additional duties may be assigned when appropriate.

TERMS OF EMPLOYMENT

The Early Childhood Administrator-Satellite Campuses shall be employed on a twelve-month basis with twenty-five (25) days of vacation. The salary for this position will be established annually.

EVALUATION

Performance in this position will be evaluated annually in accordance with the provisions of the Board's Policy on the evaluation of administrative personnel.