

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 collaborate with early childhood education administration and other early childhood education (ECE) staff to coordinate and maintain an inclusive preschool program serving children enrolled in the Universal Preschool Program (UPK), including students receiving special education services. Ensure the program meets all district, state, and federal standards and 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.*

Job Tasks Descriptions	Frequency	% of Time
1. Manage the daily operation of the program by ensuring preschool staff take student attendance, monitor enrollment, maintain daily safety of children, uphold staff-to-child ratios, assist in procuring substitute staff when necessary, may also serve as a substitute or float as needed to ensure minimum staffing ratios and coverage for staff, and effectively handle student discipline. Review 504 Plans and IEPs to ensure compliance. Collect and maintain medication documentation, distribute medication to students as directed and provide general First Aid as delegated by the district nurse(s).	D	30%
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. Perform developmental assessment screenings for all UPK students. Attend eligibility meetings with families and the Child Find team. 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 comply with data input requests for all district and state required assessments.	D	30%
3. Works in partnership with both central office and school office staff to maintain accurate student records and support preschool registration and enrollment processes. Administrative records include but are not limited to, student enrollment forms, behavior documentation, medication administration logs, and injury/incident/lost child reports. Performs financial duties by submitting required paperwork in accordance with school, department, and district procedures.	D	20%
4. 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. Meet and greet with incoming families, 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%
5. 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%

Job Tasks Descriptions	Frequency	% of Time
6. 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 Early Childhood and the local health and fire agencies including PDIS continuing education and certification training hours.	A	5%
7. Perform other duties as assigned.	Ongoing	5%
	TOTAL =	100%

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 Department of Early Childhood regulations.

LICENSES, REGISTRATIONS or CERTIFICATIONS:

- Criminal background check required for hire.
- Successful completion of a post-offer physical examination is required prior to commencement of job duties.
- 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 Early Childhood 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 Early Childhood 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:

	POSITION TITLE	JOB CODE
Reports to:	Early Childhood Education Coordinator	3040

	POSITION TITLE	# of EMPLOYEES	JOB CODE
Direct reports:	Early Childhood Teacher (ECT)	Varies	080618
	Early Childhood Teaching Assistant (ECTA)	Varies	050322

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		X		
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	

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

VISION DEMANDS:	Required
Color vision (ability to identify and distinguish colors)	
Peripheral vision	X
Depth perception	X
Ability to adjust focus	X

NOISE LEVEL:	Exposure Level
Very quiet	
Quiet	
Moderate	
Loud	
Very Loud	X