

# JOB DESCRIPTION

## READINGTON TOWNSHIP BOARD OF EDUCATION

**JOB TITLE:** Director of Private Preschool Program

**REPORTS TO:** Supervisor of Early Childhood

**SUPERVISES:** Teachers and paraprofessionals

### **NATURE AND SCOPE OF JOB:**

The Director will provide oversight, supervision, coordination, and leadership of the preschool program within a private provider setting to meet and exceed the New Jersey Elements of High-Quality Preschool (N.J.A.C. 6A:13A) and the Preschool Teaching and Learning Standards.

### **QUALIFICATIONS:**

The Director shall:

1. Hold a New Jersey instructional certificate with the P-3 education endorsement.
2. Hold a Bachelor degree (Masters degree preferred) from an accredited institution in early childhood education, educational psychology, curriculum and instruction, or a related field.
3. Hold, or be eligible for, any Department of Education Licensing credentials required for private providers.
4. Have at least three years experience in teaching children ages preschool through grade 3. Experience as a Director of private preschool preferred.
5. Have excellent integrity and demonstrate good moral character and initiative.
6. Demonstrate knowledge and understanding of early childhood growth and development, effective instructional strategies, classroom management, learning assessment and diagnosis, and research related to learning.
7. Exhibit a personality that demonstrates enthusiasm and interpersonal skills to relate well with students, staff, administration, parents, and the community.
8. Demonstrate leadership ability.
9. Demonstrate excellent organizational skills and the ability to motivate people
10. Demonstrate the ability to communicate effectively in English, both orally and in writing, using proper grammar and vocabulary.
11. Demonstrate the ability to use electronic equipment for word processing, data management, information retrieval, visual and audio presentations, and telecommunications.
12. Provide proof of eligibility to work in the United States by completing the I-9 form.

13. Provide evidence that a criminal record history check has been conducted and clearance has been given by the Department of Education prior to employment.
14. Provide evidence that health is adequate to fulfill the job functions and responsibilities with reasonable accommodation pursuant to 42 U.S.C. 12101 and in accordance with N.J.A.C. 6:3-4A.4.
15. Pass the State required Mantoux Intradermal Tuberculin Test as required by N.J.A.C. 6:3-4A.4.
16. Meet the requirements set forth in N.J.A.C. 3A:52
17. Meet such alternatives to the above qualifications as the Superintendent may find appropriate and acceptable.

**VERIFICATION OF COMPETENCY:**

1. District application and resume.
2. Required documentation outlined in the qualifications above.
3. A minimum of three letters of reference from former employers, teachers, professors or other professional sources, or copies of recent evaluations and observations of teaching performance.
4. College transcripts.
5. Employment interview.

**EMPLOYMENT TERMS:**

The Director shall be employed under the following terms:

1. Work year of 10 months; will include 5 days of summer work
2. Salary, benefits, and leave time as specified in a negotiated contract with the Superintendent as a non-aligned employee
3. Conditions established by all laws and codes of the State, and all policies, rules, and regulations established by the Board of Education (N.J.S.A. 18A:27-4 et seq.).

**JOB FUNCTIONS AND RESPONSIBILITIES:**

The Director shall:

1. Establish high standards and expectations for all students for academic performance and responsibility for behavior.
2. Display the highest ethical and professional behavior and standards when working with students, parents, school personnel, and other agencies associated with the school.
3. Ensure the coordination of all elements of a high-quality preschool program at the private provider location.
4. Collaboratively develop and implement a preschool budget for the private provider location.

5. Ensure teachers and staff have access to meetings and sessions with the Preschool Coach, Community Family Engagement Specialist, and the Preschool Intervention and Referral Specialist.
6. Provide oversight of early childhood screenings to monitor student growth and development such as the Early Screening Inventory (ESI) or the GOLD Assessment.
7. Assist with registration, recruitment, and outreach efforts.
8. Meet regularly with the District Supervisor and Director of Pupil Services.
9. Host the Director of Pupil Services and District Supervisor for site meetings for the purpose of providing updates and making recommendations for programming at the provider location.
10. Make recommendations for program material purchases, curriculum revision, and evaluation.
11. Use effective presentation skills when delivering messages to staff and the community.
12. Communicate with parents via phone, emails, and newsletters.
13. Supervise and evaluate personnel assigned to ensure all responsibilities are met and exceeded. Evaluate lesson plans and observe classes on a regular basis.
14. Make recommendations to hire staff.
15. Attend student events to demonstrate genuine interest in the life of the students.
16. Ensure the safety and health of all students, including educational programming.
17. Create stimulating, attractive, organized, functional, healthy, and safe classrooms within the private provider location.
18. Complete, in a timely fashion, all records and reports as required by law and regulation or requested by the Supervisor. Maintain accurate attendance records. Account for all funds related to the preschool program.
19. Maintain positive, cooperative, and mutually supportive relationships with the administration, instructional staff, students, parents, and representatives of resource agencies within the community.
20. Attend required staff meetings alongside preschool staff.
21. Notify immediately appropriate personnel of evidence of substance abuse, child abuse, child neglect, severe medical or social conditions, potential suicide or individuals appearing to be under the influence of alcohol, controlled substances, or anabolic steroids.
22. Continue to grow professionally through collaboration with colleagues and professional growth experiences. Summarize, interpret, and disseminate current developments in learning, instructional strategies and classroom management through reading of professional journals, participation in professional development, and involvement in professional organizations.
23. Maintain compliance with all applicable Department of Education and Office of Licensing requirements for private providers.

24. Protect confidentiality of records and information gained as part of exercising professional duties and use discretion in sharing such information within legal confines.
25. Perform any duties that are within the scope of employment and certifications, as assigned by the Director of Pupil Services, and not otherwise prohibited by law or regulation.
26. Adhere to New Jersey school law, State Board of Education rules and regulations, Board of Education policies and regulations, school regulations and procedures, and contractual obligations.

**PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all inclusive. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential responsibilities and functions of the job.

Unless reasonable accommodations can be made, while performing this job the staff member shall:

1. Use strength to lift items needed to perform the functions of the job.
2. Remain in a stationary position for required periods of time and be able to travel throughout the district/building.
3. Communicate, convey or exchange information effectively.
4. Use close vision, color vision, peripheral vision and depth perception along with the ability to focus vision.
5. Communicate effectively in English, using proper grammar and vocabulary. American Sign Language or Braille may also be considered as acceptable forms of communication.
6. Reach with hands and arms and use hands and fingers to handle objects and operate tools, computers, and/or controls.

**ENVIRONMENTAL DEMANDS:**

The environmental demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all inclusive.

1. Exposure to a variety of childhood and adult diseases and illnesses.
2. Occasional exposure to a variety of weather conditions.
3. Exposure to heated/air conditioned and ventilated facilities.
4. Exposure to a building in which a variety of chemical substances are used for cleaning, instruction, and/or operation of equipment.
5. Function in a workplace that is usually moderately quiet but that can be noisy at times.

**EVALUATION**

The Supervisor of Early Childhood shall evaluate the Director in accordance with Policy Nos. 3221 or 3222, Regulation Nos. 3221 or 3222, this Job Description and such other criteria as shall be established by the Board of Education.

Adopted: August 18, 2026