

Columbia Public Schools

Excellence in Education for All Students

Job Description

POSITION PROPERTIES

Position Title: Director of Early Education - Preschool

Schedule / Grade: Salaried Support/Grade 8

Job Code: 01DIRCT661

FLSA: Exempt

Calendar: ADSUP-S

Benefits: Eligible (Retirees not Eligible)

Contract Type: ADMIN

Bargaining Unit: N/A

Revised Date: 09/15/2026

PURPOSE

Columbia Public School District is dedicated providing an excellent education for all students. This position is responsible for providing district wide programmatic and administrative leadership for birth to K services for preschool education. The broad range of services provides support for students and their families to ensure access to high-quality early childhood programming. This essential position is an opportunity for a visionary and strategic leader who is knowledgeable and passionate about ensuring educational and instructional practices are developmentally appropriate and meet the needs of youngest learners.

ESSENTIAL RESPONSIBILITIES AND DUTIES

- Develop, implement and evaluate early learning programming for young learners' birth to K.
- Provide effective educational leadership in development of screening, curricula and assessment for young children.
- Communicate to staff, families and other school personnel the purpose and philosophy of early childhood preschool programming.
- Coordinate and manage day-to-day issues that may include student placement, family concerns, staffing and personnel issues.
- Assist and advocate for support of students and families with a positive introduction into the school system.
- Develop and facilitate professional development for all levels of staff within the program and district administration placing a focus on developmentally appropriate practices.
- Supervise hiring, coordination and evaluation of all preschool staff.
- Serve as the site coordinator for the early childhood facility, overseeing and supporting the implementation of site safety and emergency procedures.
- Build and cultivate community involvement and relationships with families throughout the district.
- Develop and collaborate partnerships with community outreach programs.

DISTRICT EXPECTATIONS

All employees of the District are expected to adhere to the policies and regulations of the Board of Education, maintain appropriate certification and competencies necessary for the position, and demonstrate the values of the district at all times. For information on policies, regulations and values, visit <http://www.cpsk12.org>

REPORTING RELATIONSHIPS

Reports To: Executive Director of Elementary Education
Supervises: Supervises hiring and evaluation of all preschool staff.
Provides administrative oversight at the Center for Early Learning North site.

QUALIFICATIONS

Minimum: Masters in Leadership, Bachelor of Science in Education; Birth - 3 certification; Certification in administration.
7+ years early childhood teaching experience in a public-school early childhood program

Preferred: Educational Specialist in Leadership; Experience supervising

Ideal: An ideal candidate will have successful experiences which demonstrate effective interpersonal skills and ability to lead conflict resolution in critical situations. Additionally, must have a solid understanding of developmentally appropriate practice for the early childhood population and experience working with high need communities. An ideal candidate would also have additional certification in an accredited curriculum and a behavior management program.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

ADA REQUIREMENTS

Language: Read and interpret documents such as instructions and procedure manuals; Write reports and correspondence; Answer telephone calls and direct callers to appropriate personnel; Demonstrate strong listening skills; Demonstrate strong written and oral communication skills; Present information to teachers, staff, other administrators, families, and the Board of Education; Keep information confidential when required by law, policy, or the nature of a situation

Reasoning: Interpret instructions furnished in written, oral, diagram or schedule form; Solve problems when such problems have a variety of concrete variables. Manage multiple tasks simultaneously.

Technology: Demonstrate strong computer skills including word processing and working with spreadsheets and databases; understand and submit online reports; Learn new systems and software.

Other Skills: Demonstrate interpersonal skills and ability to work closely with a variety of staff members; Safeguard confidential information. Be a self-starter and work independently.

Physical Demands: While performing the duties of this position, an employee is regularly required to move about, talk, and hear; Close vision ability to look at a computer screen for long periods of time is required.

Attendance: Consistent and regular attendance is an essential function of this position.

Conditions and Environment: The work environment is consistent with a typical office environment; at times, many staff members may be present and speaking simultaneously.

Prospective and current employees with disabilities are encouraged to contact human resources to discuss reasonable accommodations to perform the essential job functions.

Equal Opportunity Employer