Columbia Public Schools

Excellence in Education for *All* Students

Job Description

POSITION PROPERTIES

Position Title: Director of Early Childhood Special Education
Schedule / Grade: Salaried Support / 8
Job Code: 76DIRCT155
FLSA: Exempt
Calendar: ADSUP-S
Benefits: Eligible (Retirees not Eligible)
Contract Type: ADMIN
Bargaining Unit: None
Revised Date: 10/22/2026

PURPOSE

Columbia Public Schools is dedicated to providing an excellent education for all scholars. This position is responsible for providing district wide programmatic and administrative leadership for Early Childhood Special Education scholars. The Director shall have the responsibility for planning, administering, coordinating, implementing, supervising and evaluating all educational activities.

The Director will create a climate of trust and respect among all stakeholders in a manner that values their strengths and enhances progress toward goals. This essential position is an opportunity for a leader who is invested in the provision of services in an inclusive environment to meet the diverse developmental needs of our district's youngest learners.

ESSENTIAL RESPONSIBILITIES AND DUTIES

- Develop, implement and evaluate Early Childhood Special Education programming for young learners ages three through five with developmental delays.
- Communicate to staff, families and other school personnel the purpose and philosophy of Early Childhood Special Education.
- Represent Early Childhood Special Education in community and state organizations.
- Assist and advocate for support of students and families with a positive introduction into the school system and transition to kindergarten.
- Develop and facilitate professional development for all levels of staff within the program and district administration in the area of Early Childhood Special Education.
- Supervise hiring, coordination and evaluation of all Early Childhood Special Education teachers, therapists, instructional aides, paraprofessionals, and diagnostic staff.

- Develop and collaborate partnerships with community programs.
- Supervise and facilitate transition from First Steps to Early Childhood Special Education.
- Coordinate IEP development, evaluation and eligibility and Early Childhood Special Education services in
- Columbia Publics Schools and community settings.
- Ensure overall compliance of Early Childhood Special Education.
- Develop, manage, and reconcile the Early Childhood Special Education Grant (FER).
- Develop service delivery models and programming options that meet the needs of the Early Childhood Special Education population and community.
- Perform other duties as necessary to support the mission and vision of Columbia Public School District.

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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 polices, regulations and values, visit http://www.cpsk12.org.

REPORTING RELATIONSHIPS

Reports To: Executive Director of Special Services

Supervises: All certificated and non-certificated ECSE staff

QUALIFICATIONS

Minimum: Bachelor of Science in Special Education. Missouri teaching certificate in Early Childhood Special Education. 5 years teaching experience in an Early Childhood Special Education program or 5 years working in special education.

Preferred: Master's in leadership. Supervisory experience

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 good understanding of developmentally appropriate practice for the early childhood population, experience working with high needs communities, and children with special needs. The ideal candidate will have strong knowledge of special education compliance and special education law along with the unique aspects of Early Childhood Special Education.

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, skills and abilities required. 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