

Director - Montrose Early Childhood Center

SCHOOL DISTRICT OF SOUTH ORANGE AND MAPLEWOOD

525 Academy Street, Maplewood, NJ 07040

JOB DESCRIPTION

POSITION TITLE	Director - Montrose Early Childhood Center
MINIMUM QUALIFICATIONS	<ul style="list-style-type: none">• New Jersey Principal or Administrator Certification• Social Work certification, preferred• Teaching and or administrative experience at the early childhood level and in special education• Demonstrates an understanding of the learning needs and educational programs available to support preschool children• Committed to education of all types of learners and inclusive settings• Embraces a collegial leadership style• Embraces parental involvement• High energy level• Is proficient in technology
REPORTS TO	Director of Special Services
JOB GOAL(S)	To lead the school staff in developing and implementing appropriate programs for preschool students.
JOB RESPONSIBILITY AND AUTHORITY	Supervises all building staff and performs administrative job responsibilities as identified by SOMSD

PRIMARY RESPONSIBILITIES

- 1. Program**
 - A. Develops the building teaching and related services schedule.
 - B. Ensures proper implementation of IEPs
 - C. Serves as a member of the school child study team as needed.
 - D. Embraces and is committed to the education of the whole child.
 - E. Acts as liaison from EIP to IEP.
- 2 Administration**
 - A. Assumes responsibility for all official news releases to the media in consultation with the Director of Special Services and the District's Director of Strategic Communications
 - B. Prepares and administers the school budget in collaboration with Director of Special Services.
 - C. Prepares and files all state and federal reports as required.
 - D. Ensures the preschool follows all state and federal guidelines.
 - E. Prepares or supervises the preparation of reports, records, lists, and all other paperwork as required by law or Board policy, or appropriate to the school's administration.
- 3. Parents and Community**
 - A. Conducts regular meetings of Parent Advisory Committee.
 - B. Serves as advisor and liaison to the P.T.A.
- 4. Other duties as assigned**

WORKING RELATIONSHIPS OF THE POSITION To maintain effective relationships with teachers, parents, students, administrators and appropriate community groups.

TERMS OF EMPLOYMENT 12 Months
Salary as per ASCA Agreement

It is not the intent of this description to cover every one of the duties and responsibilities of this position. It lists most of the significant areas and is intended to convey a general understanding of the assignment. However, evaluation of performance will be based on the duties and responsibilities listed in the job description.

Date Developed: February 9, 2015

Initial Approval: February 23, 2015