

Union Township Public Schools

Job Description

TITLE: DIRECTOR OF PRESCHOOL INSTRUCTION

QUALIFICATIONS:

1. Hold a New Jersey Certificate Administrative certificate.
2. Hold a Master's Degree from an accredited university.
3. Hold a Principal certificate
4. Have excellent administrative experience, excellent experience in Preschool educational services.
5. Demonstrate excellent leadership organizational skills and the ability to motivate people.
6. Have excellent integrity and demonstrate good moral character and initiative.
7. Demonstrate knowledge and understanding of preschool education, curriculum development and program evaluation, child growth and development, effective instructional strategies, classroom management, learning assessment and diagnosis, and research related to learning preschool children.
8. Exhibit a personality that demonstrates enthusiasm and interpersonal skills to relate well with students, staff, administration, parents, and the community.
9. Demonstrate the ability to communicate effectively in English, both orally and in writing, using proper grammar and vocabulary.
10. Demonstrate the ability to use Google classroom, Teaching Strategies GOLD, and Creative Curriculum, data management information retrieval, and visual/audio presentations.
11. Meet such alternatives to the above qualifications as the Superintendent and/or Assistant Superintendent may deem appropriate, acceptable and legal.
12. Experience supervising registration, recruitment, and outreach efforts

REPORTS TO: Superintendent and/or Assistant Superintendent

SUPERVISES: Preschool teachers and staff assigned to the Early Childhood, Preschool Programs

JOB GOAL: Supervises the development, organization, implementation, coordination, and evaluation of the Preschool instructional programs to ensure that all students will meet or exceed the Preschool Teaching and Learning Standards. Achieving excellence

requires that the Preschool Director works collaboratively to lead and nurture members of the staff, and communicates effectively with parents, members of the community, and colleagues in other districts and schools.

PERFORMANCE RESPONSIBILITIES:

1. Establish and promote high standards and expectations for students and staff assigned to Preschool programs.
2. Plan, organize, implement, supervise, coordinate and evaluate the Preschool program. Ensure that each student will meet and exceed the New Jersey Preschool Teaching & Learning Standards, consistent with the mission, philosophy, values, and instructional goals of the district. Leadership of the program shall include:
 - Community planning process to enable the integrated and efficient provision of services to preschool students;
 - Ensuring class size requirements;
 - Use of data to identify student and instructional needs;
 - Clear procedures for the operation and functioning of the various programs;
 - Curriculum development to meet the NJ Preschool Teaching & Learning Standards;
 - Vertical and horizontal articulation of skills and content sequence;
 - Consistent and regular program evaluation;
 - Personnel supervision and evaluation;
 - Personnel recruitment and recommendations for selection when vacancies occur;
 - Orientation and assistance for new staff members and for substitutes;
 - Communications among staff;
 - Staff development to expand and improve skills;
 - Analysis of assessments to improve instruction;
 - Coordination of services with community agencies and resources;
 - Parental support and training;
 - Coordination and close working relationships with State and county officials, and with colleagues in other school districts;
 - Evaluation and selection of instructional materials and equipment;
 - Budget development and implementation;
 - Application for grants and monitoring grants; and
 - Compliance with all State and federal mandates.
3. Collect and analyze data regarding the performance and experiences of all students and other pertinent information affecting the design and implementation of services and programs, using the information to recommend new programs and modifications in existing programs. Share with staff the results of assessments.
4. Coordinate the efficient use providers within the community for preschool program available.
5. Ensure coordination of services and articulation between the Preschool and elementary levels of the instructional program by communicating frequently with instructional supervisors and principals on the grades Preschool-3 level.

6. Provide leadership and coordination in the instructional program, evaluating programs and services on a regular basis to encourage the use of a variety of instructional strategies with research on early childhood learning and child growth and development.
7. Review instructional and grading policies, procedures, and standards to ensure consistency across the various classrooms.
8. Supervise personnel assigned to ensure that all responsibilities are met and exceeded. Evaluate lesson plans and observe classes on a regular basis.
9. Develop with individual staff members a Professional Development Plan (PDP).
10. Ensure that personnel evaluation procedures are accomplished in a fair and consistent manner that encourages accountability, growth and excellence, in accordance with law, Board policy, and contractual requirements. Recommend to the Assistant Superintendent the renewal, dismissal, withholding of increment, promotion or other actions for all personnel assigned, following established procedures and timelines.
11. Recommend staffing needs and assist with the recruitment and selection of new personnel.
12. Assist in administering the substitute teacher program.
13. Provide opportunities for effective staff development that address the needs of the instructional program, including, workshops, conferences, visitations, demonstration lessons and sessions in which the staff shares successful practices and strategies.
14. Identify and provide support for parents to enhance and extend the school learning experiences of children at home. Plan and coordinate parent support sessions, including strategies, care and nurturing, and proper nutrition.
15. Monitor instructional areas to ensure that the facilities that support instruction are attractive, organized, functional, healthy, clean, and safe.

TERMS OF EMPLOYMENT: Twelve month year. Salary and work year established by the Board.

EVALUATION: Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Professional Personnel.

Approved by: Township of Union Public Schools

Date:

Reviewed and agreed to by:

Date: