

# **Wabash City Schools Early Childhood Education Director**

Reports to: Superintendent

Location: LH Carpenter Early Childhood Learning Center

Salary: Salary is negotiable and based on experience/education

Contract Days: 200

## **GENERAL DESCRIPTION OF POSITION**

The Director of WCS Early Childhood Education will be responsible for providing general oversight of the Early Childhood programs to include current and future preschool offerings and potentially early elementary grades. Provides supervision of the LH Carpenter Early Childhood Center, Forest Kindergarten, PreK Dual Language Immersion and other programming assigned to LH Carpenter, the faculty and Support Staff.

## **ESSENTIAL DUTIES AND RESPONSIBILITIES**

1. Provide Instructional Leadership: Monitor and support instructional activities; provide curriculum materials that are developmentally appropriate and provide resources for theme-related lesson plans.
2. Professional Responsibilities: Maintain a professional appearance and promote the appropriate image and reputation; provide general direction and oversight to all programs under WCS Early Childhood Learning. Have professional communication, problem identification and resolution with staff and parents; remain calm while dealing with crisis situations; attend and participate in identified professional development and meet program attendance requirements; work scheduled hours and additional hours as needed.
3. Administration: Manage staff; make decisions regarding WCS Early Childhood Learning Policies and Procedures; work to increase and maintain enrollment; develop and maintain annual budget for non-adm programming; ensure that proper paperwork is completed on a timely basis; monitor and maintain confidentiality rules and regulations.
4. Communication: Show respect for staff, encourage respectful interactions and support staff by recognizing their early childhood education competencies. Communicate the vision of the WCS Early Childhood Learning Center to all stakeholders; be an active listener; maintain cooperative professional relationships; provide opportunities for two way communication between school and community, and district office and school.
5. Interactions with Staff: Conduct routine classroom visits for all programs; ensure that staff maintains clean, sanitary, and organized classroom areas, and equipment and that classrooms are arranged for optimum efficiency/usage. Encourage, train and mentor staff to be professional; look for opportunities to build relationships; train staff to meet minimum licensing standards; administer program policies and procedures and requirements for Pathways to Quality and ensure quality approval status.
6. Recruitment and Staffing: Conduct interviews; perform reference checks for potential employees; oversee placement of new staff; and ensure that staff are provided new hire orientation and site training.
7. Staff Development and Performance Evaluation: Assist staff with compiling a professional development plan to meet state and Paths to Quality & any other state/federal/grant

requirements and provide review of plan status throughout the year. Provide input for evaluation of staff's performance and ensure all staff evaluations are completed. Monitor Daily Activities and Environment: Ensure that supervisors monitor environment for cleanliness, organization and safety; design and monitor staff, class activities and schedules; monitor playground supervision, facilities and equipment; check children for abuse/neglect and report to supervisor/hotline; maintain records for accidents/incidents, medications and immunizations and provide administration and follow-up for these issues and for ill children. Supervisors should ensure that bathroom breaks and hand washing are always supervised, that accurate student counts and staff/ratios are maintained at all times, and that each child leaves with parent or authorized person.

8. Interaction with Parents and Others: Communicate with and provide effective feedback to parents and other adults; work to build positive relationships with supervisors, parents and staff; Ensure that teachers/supervisors handle discipline promptly as outlined in the parent handbook and communicate with parents on each child's progress and discipline; Communicate with licensing specialists and State/Paths to Quality officials on an as needed basis; ensure that staff post necessary information for parents; maintain communication with Community Foundation of Wabash County, Department of Childhood Services, Bowen Center, Wabash Miami Area Program, Head Start, and any other agencies which provide assistance to parents, making referrals as needed; and promote teamwork and work as part of a team with concern for the entire program.

9. Reporting Relationship and Other Duties: Follow the chain of command, support administrative decisions, and be open to new ideas. Accept responsibility for job related tasks and performs other duties which may be necessary to the best interest of the program and as may be required or assigned by a supervisor.

10. Participate in WCS Leadership Meetings

11. Attend Thrive in Five Meetings

12. Complete any necessary paperwork for Paths to Quality.

13. Seek and execute grants and other funding opportunities to balance the budget.

14. Understand and Live the vision, mission and goals of WCS.

15. Perform any other related duties as required or assigned.

## **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty mentioned with a relentless pursuit to be better. The requirements listed below are representative of the knowledge, skill, and/or ability required.

## **EDUCATION AND EXPERIENCE**

Graduate degree (M.B.A., M.A., etc), plus 5 years related experience and/or training, and 5 years related management experience, or equivalent combination of education and experience is desirable but not necessary. Additional education experiences will be considered in hiring process.