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| <b>Qualifications:</b>               | <p>Master's Degree</p> <p>Certificate: Superintendent, Educational Administration Specialist, Principal or Supervisor</p> <p>Experience: Minimum of three years successful teaching experience of preschool, primary, or handicapped children, or other alternatives as the Board may find appropriate and acceptable.</p>  |
| <b>Reports To:</b>                   | Superintendent  |
| <b>Supervises:</b>                   | Early Childhood/Related services personnel designated by the Superintendent   |
| <b>Job Goals:</b>                    | <p>To provide leadership in planning, coordinating and supervising early childhood education services;</p> <p>To provide leadership enhancing the efficiency of early childhood education services and benefits to individual children.</p>   |
| <b>Performance Responsibilities:</b> | <ol style="list-style-type: none"> <li>1. To provide information to school administrators regarding relevant state and federal mandates and topics essential for the delivery of services to preschool children;</li> <li>2. To assist early childhood teachers in setting up their program;</li> <li>3. To assist local school personnel in coordinating the transition from early childhood education to school-age education;</li> <li>4. To identify curriculum and assessment materials used in early childhood classrooms;</li> <li>5. To consult with early childhood teachers to assure continuity of assessment data and individualized education programs in daily lesson plans;</li> <li>6. To participate and chair Individualized Education Program Conferences and Periodic Review Conferences as needed;</li> <li>7. To meet at least regularly with each childhood staff to coordinate needs;</li> <li>8. To supervise and evaluate early childhood programs and staff as directed by the Superintendent;</li> <li>9. To provide staff development information and opportunities to teachers, OTs, PTs, SLPs, parents, teaching assistants, administrators and others regarding best practices for early child education and therapy integration;</li> <li>10. To attend professional workshops or conferences;</li> <li>11. To meet as needed with SEOs of participating school districts to annually review programs, policy, procedures to develop action steps for improvement;</li> <li>12. Such other duties as may be assigned by the Superintendent.</li> </ol> |
| <b>Evaluation:</b>                   | Job performance will be evaluated in accordance with provisions of the Allen County Board policy on evaluation of administrative personnel.   |
| <b>Physical/Mental/Work Hazards</b>  | Works in school buildings under a fast-paced sometimes stressful environment requiring standing, walking, lifting, bending, reaching, pulling, and grasping.  |
| <b>Travel Requirements</b>           | Travel to school building, city state agencies professional meetings as required  |

**Evaluation:**

Performance of this job will be evaluated in accordance with provisions of the Allen County Board policy on evaluation of certificated personnel.

**February 2022**