

Cape Girardeau Public School District No. 63

Job Description

Job Title: Director of Early Childhood Services

Terms of Employment: 200 day contract

FLSA Status: Exempt

Reports To: Assistant Superintendent of Special Services

Brief Description of Position:

The Director of Early Childhood Services is responsible for providing leadership and administration, which will motivate instructional and support personnel to strive for superior performance so as to provide the best possible opportunities for student growth and development, both educationally and personally.

Required Qualifications:

- Currently possessing or actively pursuing a master's degree in an approved program related to educational administration, special education director certification, or early childhood education
- At least four years of teaching experience in the early childhood or elementary setting
- Possesses a valid Missouri educator certification for the approved program(s) completed above
- Knowledge of the best educational practices at the early childhood level and current research on early childhood learning and special education.
- Possesses excellent oral and written communication skills
- Ability to demonstrate effective human relations, leadership, and conflict management skills
- Demonstrates the ability to work effectively with community groups, parents, and local resource agencies
- Knowledgeable of teaching techniques that meet the diverse needs of students
- Demonstrate skills in computer word processing, spreadsheets, and databases
- Experience with formative assessments, cooperative learning techniques, and data analysis

Preferred Qualifications:

- Possesses or pursuing specialist and/or doctoral degree in education
- Working knowledge of professional learning communities
- Prior administrative experience at B-6 grade level(s)

Essential Duties and Responsibilities:

- Assumes responsibility for the administration of assigned building(s)
- Assists in the assignment of all staff members, including the hiring of new staff
- Assumes responsibility for supervising and evaluating all employees assigned to the building

- Promotes and supervises an effective instructional program that is consistent with the District curriculum expectations
- Monitors student achievement and works with the teachers to improve student performance
- Provides leadership in curriculum development, implementation, and evaluation along with other administrators
- Administers the building budget and approves purchasing of building supplies and materials in compliance with state regulations, policies, and regulations of the school board
- Identifies opportunities for professional growth of certified/classified staff
- Establishes and maintains good relationships with parent organizations, community members, civic service, and professional organizations
- Works cooperatively with other groups within the building.
- Communicate with staff, parents, students, and the community about school activities and events.
- Assumes responsibility for the security and safety of students and the appearance of the facility
- Performs other duties as assigned by the assistant superintendent(s).

Hazards:

For some buildings, stairs, chalk dust and exposure to communicable diseases may be a potential hazard. In science labs, there could be exposure to chemicals and fumes. Equipment that supports classroom instruction could be potentially hazardous under certain conditions. Travel between schools will cause exposure to hazardous driving and walking conditions.

Physical Demands/Environmental Factors:

- Ability to work in a climate controlled building, as well as in inclement weather.
- Ability to stand, walk, and move around for long periods of time
- Requires constant hand-eye/mind-eye coordination, hearing; intermittent walking, talking and writing.
- Frequent keyboarding and repetitive motions with wrists, fingers, and hands are required.
- Ability to see and read, with or without vision aids, a computer screen and printed matter, and to distinguish colors.
- Sufficient hearing to understand speech at normal room levels, and to hear and understand speech on the telephone.
- Manual dexterity to operate a telephone and enter data into a computer using both hands.
- Ability to communicate, effectively and efficiently with sufficient volume to be heard in normal conversation, on the telephone, and addressing groups.
- Ability to exert up to 30 pounds of force to lift, carry, push, pull, or otherwise move objects.
- Ability to lift, bend, stoop, pull, grasp, and carry a variety of objects of different shapes and sizes.

The above statements are intended to describe the general purpose and responsibilities assigned to this job and are not intended to represent an exhaustive list of all responsibilities, duties, and skills that may be required. The Board of Education and Administration and/or supervisor have the right to add or change duties at any time.

This job description supersedes all prior job descriptions for this position as well as rescinding all past and present job descriptions that do not reflect the current requirements of this position.

Approved by: _____ Date: _____

Reviewed by: _____ Date: _____
Human Resource Coordinator

Revised: Created 2/7/2024