



EMPLOYEE NAME: _____

Created: 1/20;3/20; 5/22

JOB DESCRIPTION

POSITION TITLE: Director, Early Learning Center	JOB CODE: 640
DIVISION: Leadership	SALARY SCHEDULE: Director
DEPARTMENT: Leadership	WORKDAYS: 238
REPORTS TO: Assistant Superintendent, Leadership and Teaching and Learning	PAY GRADE: CDR (5,6,7)
FLSA: Exempt	PAY FREQUENCY: Monthly
PRIMARY FUNCTION: Provides leadership in developing and maintaining the best educational programs and services for students served at the Early Learning Center. Exhibits thorough knowledge and practice of instructional leadership rules and regulations pertaining to instructional and assessment programs; and demonstrates operational and financial acumen.	

REQUIREMENTS:

1.	Educational Level: Master’s degree required; Specialist degree preferred
2.	Certification/License Required: Valid Georgia Certificate, Certificate in Educational Leadership preferred
3.	Experience: 5 years successful leadership and/or teacher leadership experience
4.	Physical Activities: Routine physical activities that are required to fulfill job responsibilities
5.	Knowledge, Skills, & Abilities: Written and oral communication; skills with demonstrated ability to communicate effectively; planning; strong leadership skills; organization; knowledge of methods, procedures, and strategies for instructional leadership; special education and general education instructional strategies and school curriculum; knowledge of academic and behavioral programming for students with disabilities; knowledge of GELDS and high-quality practices for children ranging in ages 3-5

The Board of Education and the Superintendent may accept alternatives to some of the above requirements.

ESSENTIAL DUTIES:

1.	Demonstrates prompt and regular attendance.
2.	Communicates effectively and appropriately within the school community; promotes public relations and facilitates positive communications between the school and community.
3.	Collaborates with District personnel to assist preschool special education teachers, general education preschool (Pre-K) teachers and assistant teachers by recommending activities, strategies, remediation procedures and resources for students.
4.	Holds teachers accountable for collecting and using student data to make instructional decisions.
5.	Coordinates the development and implementation of specialized curriculum and appropriate instructional strategies for all preschool and Pre-K programs based on student achievement data, current literature, and research.
6.	Assesses training needs and plans for appropriate professional learning activities for teachers and staff.
7.	Evaluates GA Pre-K program to ensure required DECAL (Department of Early Care and Learning) standards are met; acts as Site Director as defined by the GA Pre-K Operating Guidelines.
8.	Establishes a positive school climate for early learners that includes high expectations, interactive teaching, clearly defined goals, and objectives.
9.	Manages a local budget, accounts for school funds, and administers all budget related matters according to established state and county regulations and guidelines.
10.	Oversees the maintenance and operation of all school facilities and grounds.

11.	Implements procedures to assure the safety and welfare of students and staff including traffic control and student transportation.
12.	Performs other duties as assigned by appropriate administrator.

Signature of Employee _____ Date _____

Signature of Supervisor _____ Date _____