

**Greenwood School District 50
Position Description**

POSITION TITLE: Director of Early Childhood Center

Department: Administration
Reports To: Superintendent

SUMMARY: Ensures that early childhood students experience the best education the district can provide.

ESSENTIAL DUTIES AND RESPONSIBILITIES. *Other duties may be assigned.*

- Plans and carries out a district wide program for Child Development;
- Supervises the Early Childhood Center;
- Supervises instruction methods and programs and recommends such changes and improvements as needed for the Early Childhood Center;
- Develops an effective program of supervision and safety for the Early Childhood Center;
- Integrates instructional programs in the Early Childhood Center;
- Communicates with staff, parents and the community at large;
- Assists with preparation and administration of the budget for the Early Childhood Center;
- Provides guidance in the selection and use of instructional materials;
- Works with teachers in the preparation of curriculum and materials;
- Engages in an ongoing evaluation of the effectiveness of the instructional program;
- Works toward developing an improved understanding of children's educational needs on the part of teachers, administrators, and parents;
- Initiates and maintains effective liaison with other schools in the district;
- Adheres to all applicable laws, regulations and policies governing a child development facility in the state of SC; and,
- Other such duties as the Superintendent or Board may require.

SUPERVISORY RESPONSIBILITIES:

Supervises all Child Development personnel. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws.

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE:

Bachelor's degree in early childhood education with S.C. teacher certification. S. C. administrative certification as an elementary principal. Five years successful experience in public school work, either as a teacher or in research, guidance, testing, or administration preferably in the area of early childhood education. Must be able to effectively deal with the public and staff both in person and on the phone.

LANGUAGE SKILLS:

Ability to read, analyze and interpret common scientific and technical journals, financial reports, and legal documents. Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community. Ability to write speeches and articles for publication in a variety of formats or styles. Ability to effectively present information to top management, public groups, and/or boards of directors.

MATHEMATICAL SKILLS:

Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

REASONING ABILITY:

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee is occasionally required to walk and stand. The employee must be able to reach with hands and arms. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision. While performing the duties of this job, the employee is frequently required to drive. The employee frequently communicates through speech.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually quiet. The employee is continuously interacting with the public and staff.

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individual currently holding this position and additional duties may be assigned.