

**SCHOOL DISTRICT OF SOUTH ORANGE AND MAPLEWOOD**

525 Academy Street. Maplewood, NJ 07040

**JOB DESCRIPTION**

**POSITION TITLE**

**Director - Montrose Early Childhood Center**

**MINIMUM QUALIFICATIONS**

- New Jersey Principal or Administrator Certification
- Social Work certification, preferred
- Teaching and or administrative experience at the early childhood level
- Demonstrates an understanding of the learning needs and educational programs available to support preschool children
- Committed to education of all types of learners and inclusive settings
- Embraces a collegial leadership style
- Embraces parental involvement
- High energy level
- Is proficient in technology

**REPORTS TO**

Director of Special Services

**JOB GOAL(S)**

To lead the school staff in developing and implementing appropriate programs for preschool students.

**JOB RESPONSIBILITY AND AUTHORITY**

Supervises all building staff and performs administrative job responsibilities as identified by SOMSD

**PRIMARY RESPONSIBILITIES**

**1. Program**

- A. Develops the building teaching and related services schedule.
- B. Ensures proper implementation of IEPs
- C. Serves as a member of the school child study team as needed.
- D. Embraces and is committed to the education of the whole child.
- E. Acts as liaison from EIP to IEP.

**2 Administration**

- A. Assumes responsibility for all official news releases to the media in consultation with the Director of Special Services and the District's Director of Strategic Communications
- B. Prepares and administers the school budget in collaboration with Director of Special Services.
- C. Prepares and files all state and federal reports as required.
- D. Ensures the preschool follows all state and federal guidelines.
- E. Prepares or supervises the preparation of reports, records, lists, and all other paperwork as required by law or Board policy, or appropriate to the school's administration.

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**3. Parents and Community**

- A. Conducts regular meetings of Parent Advisory Committee.
- B. Serves as advisor and liaison to the P.T.A.

**4. Other duties as assigned**

**WORKING RELATIONSHIPS  
OF THE POSITION**

To maintain effective relationships with teachers, parents, students, administrators and appropriate community groups.

**TERMS OF EMPLOYMENT**

12 Months  
Salary as per ASCA Agreement

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It is not the intent of this description to cover every one of the duties and responsibilities of this position. It lists most of the significant areas and is intended to convey a general understanding of the assignment. However, evaluation of performance will be based on the duties and responsibilities listed in the job description.

**Date Developed:** February 9, 2015

**Initial Approval**