

TALAWANDA SCHOOL DISTRICT
131 WEST CHESTNUT STREET
OXFORD, OHIO 45056

**PROFESSIONAL STAFF POSITION
JOB DESCRIPTION**

TITLE: PRE-SCHOOL SITE MANAGER/SPECIAL EDUCATION MANAGER

QUALIFICATIONS:

Hold a current license in the state of Ohio in Early Childhood Education (ECE) and Supervisor, Principal, or other administrative license.

PREFERENCES:

Intervention Specialist license
Familiarity with current assessment tools, such as: ELA, ECERS, ASQ, ASQ-SE
CPR and First Aid Certification
Minimum of 3 years' experience teaching in an early child education setting
Minimum of 2 years' management experience
Experience with preschool licensing
Knowledge of Positive Behavior Intervention & Supports (PBIS)
Crisis Prevention & Intervention trained
Strong verbal, written, and interpersonal communication skills Ability
to problem solve and facilitate difficult conversations

GENERAL DESCRIPTION:

The Site Manager will be responsible for overseeing all aspects of the preschool sites, including inspiring and supervising the teaching staff, managing the operational details, and building the community. Additionally, the Site Manager will work together under the direction of the Director of Student Services to create a seamless and supportive system for early child development. Site Manager must promote optimal cognitive, language, social, emotional, fine and gross motor development in young children with and without disabilities. The Site Manager will be responsible to work with the Director of Student Services in facilitating the operation of special education and student services.

REPORTS TO: DIRECTOR OF STUDENT SERVICES

RESPONSIBILITIES:

- **Management and Administration:**
 - Maintain a high-quality child development program that meets Ohio, Federal and other funding source requirements. Ensure smooth day-to-day operation of the site, including keeping administrative records and ensuring appropriate documentation;
 - Plan, provide and evaluate indoor and outdoor environments, learning tools and supplies, to ensure environment is safe, developmentally appropriate, encourages exploration, and promotes learning;
 - Under direction of the Program Director, assist with grant applications, monitor requirements for contracts, ensure program deliverables are met, prepare timely and complete reports, evaluate program goals and make recommendations for restructuring;
 - In collaboration with management team, coordinate and evaluate center processes, policies and procedures, including programmatic and enrollment

policies to ensure full enrollment for Center; be proactive in addressing any issues that may impact the positive atmosphere in the Center;

- Supervise site staff, including administration of PTO, arranging for substitute teachers, deploying floaters, managing meals, and attending to other tasks necessary for smooth operation of the site.
 - Provide a developmentally appropriate preschool curriculum for three, four and five year old children.
 - Select and develop instructional materials and equipment appropriate for children three, four and five years of age.
- **Pedagogical Leadership:**
 - Model effective teaching and warm and positive interaction with preschoolers and ensure that all staff and volunteers interact with preschoolers in equally positive ways
 - Create a professional learning community by developing appropriate onboarding for new staff, supporting quality teaching, supervising and coaching staff in day to day teaching practices that are responsive and flexible and meet the educational needs of children with an emphasis on social, emotional, physical, cognitive, language and aesthetic development.
 - **Miscellaneous:**
 - Complete applications for newly enrolled preschool students
 - Responsible for collecting tuition
 - Ability to create PO's
 - Responsible for maintaining all mandated preschool licensing requirements
 - Hold preschool staff meetings
 - Maintain an OCCRRA Account
 - Attend IEP/ETR Meetings
 - Strong problem solving skills
 - Knowledge of special education requirements
 - Knowledge of RTI process

OTHER DUTIES:

Knowledge of: Board policies and procedures; required local, state, and federal reports; grant writing; community engagement tools; public relations; and effective conferencing techniques.

Ability to: Interpret policy, rules, and regulations; work successfully in a culturally diverse environment, follow instructions, communicate effectively, maintain files and reports, collect and analyze data; compile and prepare required reports; write grants and meet deadlines; build trust; manage time; lift moderate amount of weight; transport self and materials to work sites.

Equipment Operated: Computer, printer, personal vehicle, copy machine, telephone, voicemail, fax.

ADDITIONAL WORKING CONDITIONS:

Occasional: Exposure to inclement weather driving conditions and severe weather; traffic. Attends functions or performs duties outside of the normal workday / hours.

Periodic: Exposure to unruly or challenging children/adults, traffic, blood, bodily fluids and tissue.

TERMS OF EMPLOYMENT:

Salary and work year as established by the Talawanda Board of Education. The employee shall remain free of any alcohol or non-prescribed controlled substance use in the workplace throughout his/her employment in the District.

Employee may be assigned additional days to the contract based on annual need(s).

EVALUATION:

Performance of this position will be evaluated in accordance with the provisions of the Board's policy on Evaluation of Professional Staff and Ohio Revised Code.

New March 2020