

**Job Title:** Preschool Administrator  
**Department:** Preschool  
**Reports To:** Assistant Superintendent, Elementary Education  
**FLSA Status:** Exempt  
**Salary Schedule:** AE lane 03



## **SUMMARY**

The Preschool Administrator directs and coordinates the Washington County School District Preschool Program, in compliance with federal, state, and local regulations, policies and guidelines in providing general education and special education for students ages 3-5. Duties include submitting Special Education and Title I financial applications, budgets, yearly reports, and compliance audits. Responsible for the supervision and evaluation of assigned personnel.

***ESSENTIAL DUTIES AND RESPONSIBILITIES may include the following. Regular, reliable worksite attendance and timeliness is an essential job function to perform the essential duties and responsibilities of the position. While this job description attempts to outline all essential duties of the position, the description is not a contract and the job functions are subject to change at the organization's discretion. Other duties may be assigned.***

Develops and evaluates educational preschool program to ensure conformance to state and school board standards and policies. Develops preschool structure and continuum of services for children ages 3-5 including special education and related services for students with disabilities.

Meets with community agencies and participates in events in the community that will recruit and provide early intervention for students ages 3-5 years of age.

Formulates policies and procedures for screening, assessment, placement, education, and training of preschool students.

Ensures the proper registration of preschool students and for the maintenance of up to date immunization records, IEP and Title 1 documentation, cumulative and PowerSchool records, and transfer of files when student exits for kindergarten. Designs and supervises entry and exit in preschool programs including eligibility, qualifying factors, registration, and acceptance.

Effectively evaluates teachers and staff through Educator Effectiveness according to district policy.

Monitors conduct of teachers and staff in compliance with policy and takes appropriate administrative action as necessary.

Demonstrates knowledge of Special Education and Title 1 and interprets laws, rules, and regulations to students, parents, and staff.

Develops and monitors budget and expenditures and prepares financial application for funds. Oversees purchasing and management of preschool funds including private pay tuition following the financial policies of the district.

Coordinates parent involvement meetings and trainings.

Involved in the selection of curriculum and facilitates professional development and training of preschool teachers regarding instruction for Washington County Preschool programs.

Supervises assessment selection, training, administration, data collection, and response to preschool assessments. Assists in coordinating the development and review of assessment materials.

Ensures ethical and timely assessment of all preschool students. Coordinates with Director of Assessment for analysis and use of longitudinal data. Shares and interprets data for stakeholders.

Prepares required state and federal reports with accurate preschool data. Reports data for grant and program compliance.

Ensures policies and procedures for program operation are clear, understandable, and followed. Ensures compliance with all state and federal guidance and WCSD policy in Preschool Program.

Collaborates with state leadership, USBE, Special Education, Title I, and other Utah school districts regarding preschool programs.

### **SUPERVISORY RESPONSIBILITIES**

This job has direct supervisory responsibility over the Preschool Coordinator I and the certified and classified staff assigned to the Preschool Program.

**KNOWLEDGE, SKILLS, ABILITIES, AND QUALIFICATIONS** *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. Must demonstrate an acceptable level of maturity, good judgment, and emotional stability.*

Understands and is knowledgeable of the complexity and importance of preschool education including: knowledge of research, proven practice for both tier one instruction and interventions, early effects of risk factors, and importance of multiple tiered support for young children.

Knowledgeable of state and federal guidance related to early childhood programs

Ability to read, write, and communicate effectively in English at a level required for successful job performance. Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from management, public groups, and/or the WCSD School Board.

Ability to work with applicable mathematical concepts. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations. Ability to perform mathematical operations using units of American money.

Ability to apply common sense understanding to carry out essential duties of this position. Ability to carry out instructions furnished in written, oral, or diagram form. Ability to troubleshoot and solve problems involving concrete variables situations. Ability to define problems, collect data, establish facts, and draw valid conclusions.

**EDUCATION and/or EXPERIENCE**

Master’s degree in Education from a four-year college or university is required. A minimum of 5 years of classroom instruction experience in preschool or early childhood setting and related administrative experience and/or training.

Experience as a successful presenter for adults and deep understanding of early literacy and child development is required.

**CERTIFICATES, LICENSES, REGISTRATIONS**

Must have an active Utah Administrative/ Supervisory License (K-12). A level 2 Utah Early Childhood License (K-3), Elementary Education (K-6), Preschool Special Education (Birth – Age 5), or Special Education (K-12) is preferred.

Must have and maintain an active Utah Driver’s License. Must complete Utah Risk Management Defensive Driver training every two years. (Utah Code R31-1)

**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 talk or hear, use fingers and hands to handle, reach with hands and arms. The employee is frequently required to stand, walk, or sit. The employee is occasionally required to stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 10 pounds, frequently lift and/or move up to 25 pounds, and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

**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.*

While performing the duties of this job, the noise level in the work environment is usually moderate.

Prepared By: <b>Human Resources Department</b>		Date: <b>04/27/2017</b>
Approved By: <b>Executive Director, Human Resources</b>		Date: <b>05/02/2017</b>
<input type="checkbox"/> Review <input checked="" type="checkbox"/> Revised	By: <b>Assistant Director, HR</b>	Date: <b>10/30/2018</b>
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**EMPLOYEE ACKNOWLEDGEMENT OF RECEIPT:**

*By signing below, I acknowledge that I have received a district approved position description for my current position. I understand it is my responsibility to review the position description and direct any questions regarding the position description to my department supervisor or the Human Resources Department.*

Print Name:	Date:
Employee Signature:	