



# Longview Independent School District

## JOB DESCRIPTION

# DIRECTOR, EARLY CHILDHOOD CENTER & MONTESSORI PROGRAM

<b>JOB TITLE:</b>	Director, Early Childhood Center and Montessori Program	<b>WAGE/HOUR STATUS:</b>	Exempt
<b>REPORTS TO:</b>	Deputy Superintendent of Campus Administration	<b>TERMS:</b>	226 Days
<b>DEPARTMENT:</b>	Curriculum & Instruction	<b>PAY GRADE:</b>	Administrative 4

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### PRIMARY PURPOSE:

To establish and monitor an environment that promotes high expectations to meet Head Start and Montessori program goals and objectives as well as Longview's mission, goals, and objectives

### QUALIFICATIONS:

#### Education/Certification:

Must meet all Texas state licensing requirements for Early Childhood Center Director  
Master's degree in Educational Administration from accredited college or university  
Texas Mid-Management certificate  
Certified Professional Development and Appraisal System (PDAS) appraiser  
Maintain valid certification in First Aid and CPR (cardiopulmonary resuscitation; training will be provided)

#### Special Knowledge/Skills:

- Specific knowledge of early childhood education
- Working knowledge of curriculum and instruction
- Ability to evaluate instructional program and teaching effectiveness
- Ability to manage budget and personnel
- Ability to coordinate child care site functions
- Ability to interpret policy, procedures, and data
- Strong organizational, communications, and interpersonal skills

#### Minimum Experience:

Three years successful experience as a classroom teacher  
Minimum five years of successful experience in instructional leadership roles



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### MAJOR RESPONSIBILITIES AND DUTIES:

1. The early childhood center's daily operation must be administered in compliance with the minimum standards for licensing, health and safety requirements specified by Texas Department of Family and Protective Services for child care centers.
2. All employees must comply with the minimum standards specified by Texas Department of Family and Protective Services for the early childhood centers; have assignments that match their skills, abilities, and training; and meet the LISD policies and regulations.
3. Direct the facility's daily operation to ensure that children are provided a safe and healthy environment; provide the opportunity to develop stable, caring relations, and provide an environment that fosters cognitive, social and emotional growth
4. Ensure compliance with Head Start performance standards and regulations
5. Collaborate and coordinate service providers to ensure children and their families are receiving appropriate health, special needs, nutrition, social services, mental health, and parent involvement services
6. Collaborate and coordinate with the curriculum department to ensure compliance with PK program and all PK related grants
7. Perform all duties in a timely and professional manner
8. Demonstrate the following core values: integrity, high expectations, commitment, respect, dedication to teamwork and passion for a student centered environment
9. Regular attendance and punctuality are essential functions of the job

### PROGRAMS

- Design, implement and administer student programs appropriate to the needs of those enrolled and consistent with the values and teaching styles of the Montessori approach
- Set standards of participation and achievement in each of the following areas
- **Academic:** Assure that the curricular scope and sequence as well as instructional strategy reflect the Montessori philosophy and scope



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### MAJOR RESPONSIBILITIES AND DUTIES: (continued)

#### PROGRAMS (continued)

- Provide leadership in curriculum development
  - Provide assistance to support staff in their development of programs that reflect the Montessori philosophy and goals
  - **Co-Curricula:** Organize activities, electives offerings, formal cultural exposures and athletic activities to round out the school's program and provide for student interest and development
  - **Character development:** Implement formal programs that relate to counseling and advisory programs and a system of positive discipline that promotes kindness and courtesy; assist in the development, revision, and evaluation of the child care program curriculum
10. Work with the faculty and parents to develop a student discipline management system that results in positive student behavior and enhances the school climate
  11. Develop and maintain a plan to provide for the safety and welfare of students and faculty
  12. Foster and develop good student, teacher, parent and community relations
  13. Oversee maintenance of the child care site plant and grounds
  14. Prepare various reports for state, local and/or regulatory entities
  15. Direct and maintain accurate procedures for pupil and staff personnel accounting
  16. Direct the management and preparation of the programs budget
  17. Assume responsibility for the attendance, progress, conduct and health of students and supervise the maintenance of accurate records of each student served at the child care center
  18. Direct the process of requisitioning, distributing and accounting for child care site equipment and materials



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### MAJOR RESPONSIBILITIES AND DUTIES: (continued)

19. Develop professional skills appropriate to job assignment

### Other

20. Comply with district policies, as well as state and federal laws and regulations
21. Adhere to the district's safety policies and procedures
22. Maintain confidentiality in the conduct of district business
23. Must be able to perform the essential functions of walking and interacting with students and/or district employees in the specific work site assigned (classroom or office setting)
24. Demonstrate regular and prompt attendance
25. Other duties as assigned

### SUPERVISORY RESPONSIBILITIES:

1. Assume supervisory responsibility and instructional leadership for the planning, operation, supervision and evaluation of the child care center program: Playing for Keeps, LISD Child Care Center
2. Hire, supervise and evaluate the performance of staff assigned to child care program including teacher(s), instructional assistant(s), cook(s), custodian(s), student assistant(s), and secretary

### EQUIPMENT USED:

Copier, personal computer and appropriate software, typewriter, printer, calculator, fax machine and audio-visual equipment

### WORKING CONDITIONS:

#### Mental Demands:

Reading, ability to communicate effectively (verbal and written); maintain emotional control under stress; coordinate district-wide curriculum functions; interpret policy, procedures, and data



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### WORKING CONDITIONS: (continued)

#### Physical Demands/Environmental Factors:

Frequent standing, stooping, bending, pulling, pushing; move small stacks of textbooks, media equipment, desks, and other classroom equipment; repetitive hand motions; prolonged use of computer terminal possible; occasional district-wide travel; occasional state-wide travel; frequent prolonged and irregular hours; possible biological exposure to bacteria and communicable diseases; specific vision abilities required by this job include close vision, distance vision, peripheral vision, and the ability to adjust focus

**EVALUATION:** Professional

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The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties and skills that may be required. This job description is not an employment agreement or contract. The administration has the exclusive right to alter this job description at any time without notice.

Printed Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**ESTABLISHED/REVISED: Aug. 2012**