

QPS District Vacancy

February 25, 2019

***** Certified Position *****

❖ **Co-Director/Director of Early Childhood Education**

- **ECFC**
- **230 days**
- **2019-20 School Year**
- **Detailed job description online**

MINIMUM QUALIFICATIONS:

Valid Illinois PEL with a master's degree in Educational Leadership or Illinois General Administrative Endorsement (Formerly Administrative Certificate, Type 75)

PREFERRED EXPERIENCE:

Prefer experience in Early Childhood Education and Special Education

Apply online: www.qps.org

If you have questions, please contact:

**Lisa Otten
Director of Human Resources
217-223-8700, ext. 2225**

DEADLINE TO APPLY: March 23, 2019 (or until filled)

Quincy Public School District #172

JOB DESCRIPTION

EARLY CHILDHOOD CO-DIRECTOR/DIRECTOR

POSITION/TITLE: Co-Director/Director- The Co-director will move into the ECFC Director position after 1 year proving he/she received proficient or better on his/her evaluation.

REPORTS TO: Superintendent of Schools, Director of Student Services

WORK YEAR: 230

EDUCATION: Valid Illinois PEL with a Master's in Educational Leadership or Illinois General Administrative Endorsement

PREFERRED EXPERIENCE: Early Childhood Education and Special Education

EVALUATOR: Superintendent or designee

JOB GOAL: To lead and guide the Early Childhood Program

PERFORMANCE: Design, coordinate and implement the Early Childhood Program

QUALIFICATIONS:

1. Experience in teaching, preferably Early Childhood
2. Knowledge of early childhood development
3. School law administration and applicable sections of the State Education Code and other applicable laws
4. Board and District policies, procedures and regulations
5. Principles and practices of administration, supervision and training
6. Knowledge of curriculum and assessment practices
7. Ability to relate to students, staff, parents and community
8. Ability to work as a member of a team
9. Ability to evaluate staff
10. Initiative and creativity in performing job responsibilities
11. Ability to write and maintain state and federal grants

RESPONSIBILITIES:

1. The primary responsibility is the improvement of instruction and time spent on curriculum and staff development
2. Maintain effective communication at all levels
3. Develops and implements annual Head Start, EC Block grants, IDEA Pre-K grant
4. Supervise committees, Policy Council and other parent groups
5. Serve as liaison between Policy Council and Board of Education
6. Complete program requirements per local, state, federal guidelines
7. Complete reports, records, and documentation as required by district guidelines
8. Ability to work with community and local agencies and coordinate services for children and families
9. Interview, select, direct, evaluate and supervise certificated and classified personnel; assign faculty and staff as appropriate to meet school objectives; perform certificated staff recruiting duties for the District as assigned.
10. Performs such other tasks and assumes such other responsibilities as assigned by Superintendent

Quincy Public School District #172
JOB DESCRIPTION
EARLY CHILDHOOD CO-DIRECTOR/DIRECTOR

ESSENTIAL FUNCTIONS OF THE JOB:

1. Establish, coordinate and maintain communication with community and parent groups, city officials, PTA representatives and law enforcement officials
2. Prepare and write correspondence, bulletins and other communications on behalf of the school; arrange for school-level public relations and publicity for special events and achievements as appropriate.
3. Assure the health, safety and welfare of students; oversee attendance, behavior management, counseling, guidance and other support services; provide individual academic and personal counseling to students and parents.
4. Supervise, direct or attend a variety of student activities during the day or in the evening.
5. Direct the implementation of staff development and in-service training; update staff on revised policies and procedures and implement changes.
6. Attend, conduct and chair a variety of meetings with faculty, parents and community representatives; coordinate and meet with school site advisory groups; conduct student/parent appeals; respond to and resolve parent, student and staff complaints; represent the school at Board, District and community functions.
7. Develop the School Improvement plan
8. Direct the preparation and maintenance of a variety of District, County, State and Federally-mandated records and reports regarding student attendance, welfare, discipline, safety, academic achievement and certification for graduation.
9. Direct the maintenance of comprehensive and complex files pertaining to school personnel, plant facilities, inventories, financial information and contracts; direct the maintenance of student and staff records at the site.
10. Require faculty and other employees to observe District property and District activities for correct safety procedures, to require correction of any unsafe conditions and practices and to report all other potential hazards.
11. Responsible to travel to home visits, to meet needs of all students, staff, and families
12. Must be able to drive and maintain a legal Illinois driver's license
13. Must be trained in CPI and keep the certification up to date.