*The Vernon Public Schools, in partnership with family and community, is committed to provide a quality education, with high expectations, in a safe environment where all students become independent learners and productive contributors to society.*

**JOB DESCRIPTION**

 **Position:** Preschool Program Specialist

 **Reports to:** Director of Pupil Personnel Services

 **Employment Status:** Regular/Full-time

 **FLSA Status:** Exempt

 **Description:** Manage the daily delivery of an effective age appropriate instructional program that leads to a successful transition into kindergarten.

 **NOTE:** The below lists are not ranked in order of importance

**Essential Functions:**

* Ensure safety of students
* Serve as a resource to parents, school personnel and administrators on the effects of preschool education and the educational process
* Stay abreast of current educational trends, literature and best practices
* Oversee the operations of the program to ensure that the Board approved guidelines are being met
* Assume the role of instructional expert and leader
* Assist in establishing guidelines for acceptable student behavior and discipline
* Oversee and maintain a positive community relations program
* Oversee staff assignments and assist in development of the teaching schedule to include related services personnel
* Plan, organize, and design activities designed to meet the physical, emotional and creative needs of the child
* Assist in the management and implementation of local, state and federal laws to include the Connecticut State Department of Education for all preschool students including those with special needs in the school district
* Supervise and evaluate all certified and classified staff under supervision
* Coordinate educational programs for special needs preschool students being serviced in the district with out-of-district and other services
* Manage the preschool screening program
* Manage all federal, state and local to include Connecticut State Department of Education reports related to the preschool program as required
* Make supply, material, and textbook recommendations
* Manage the enrollment of special needs students to ensure proper placement proper class size
* Assist in the development of the special education needs of the program
* Maintain cumulative and accurate records
* Maintain the strictest confidence concerning personnel. Students and operational concerns of the district
* Promote good public relations by personal appearance, attitude and conversation
* Report all cases of suspected child abuse to appropriate school personnel and proper government authority
* Attend meetings and in-services are required

**Other Duties and Responsibilities:**

* Serve as a role model for students and staff
* Respond to routine questions and requests in an appropriate and timely manner
* Establish and maintain cooperative professional relationships
* Maintain a level of approachability by administration and staff
* Represent the district in meetings with other school systems, institutions, agencies, community organizations and the general public as directed by the Superintendent
* Perform other duties as assigned by the Director of Pupil Personnel Services

**Qualifications/Certificates:**

* Connecticut State Department of Education Intermediate Administrator
* Master’s Degree in Administration, Supervision and/or related discipline preferred
* 2 years’ successful administrative experience
* Such alternatives to the above qualifications as the Superintendent and/or Vernon Board of Education may find appropriate

**Required Knowledge, Skills, and Abilities:**

* Ability to communicate ideas and directives clearly and effectively, both orally and in writing
* Effective, active listening skills
* Ability to work effectively with others
* Organizational and problem solving skills
* Excellent public relations skills

**Additional Working Conditions:**

* Interaction among children
* Repetitive hand motion, e.g., computer keyboard, typing, calculator, writing
* Regular requirement to sit, stand, walk, read, hear, see, speak, reach, stretch with hands and arms, crouch, kneel, climb and stoop
* Frequent interruption of duties by staff, students, visitors and/or telephone
* Occasional requirement to travel, both daily and overnight
* Occasional need to work overtime, evenings and/or weekends
* Occasional requirement to lift, carry, push and/or pulling various supplies and/or equipment up to a maximum of 20 pounds
* Requirement to assist in the restraint, movement or other emergency weight bearing assistance of students

**Equipment Operated:**

Computer/Laptop Printer Scanner

**Required Testing Continuing Educ./Training Clearances**

None Professional Learning Fingerprint/Background

**Evaluation**:

Performance will be evaluated annually in accordance with the provisions set by the Vernon Board of Education

My signature below represents that I have reviewed the contents of my job description and that I understand the requirements of my position.

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Signature Date