



Lewis Cass Intermediate School District

Learning for All...Whatever It Takes

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NOTICE OF VACANCY

Lewis Cass Intermediate School District is now accepting applications for the position of:

Early Childhood Director, Birth to Kindergarten

REPORTS TO: Executive Director of Programs and Services

SUPERVISES: Early Childhood Staff

QUALIFICATIONS: Master's degree or higher in Early Childhood Education, Special Education, Elementary Education or Educational Leadership. Valid Michigan teacher certificate with ZA/ZS endorsement or a minimum of 30 college credits from a combination of the following areas of study; early childhood education, early childhood research or psychology. Administrative Experience preferred. Eligible as a Director under the Child Care Licensing rules. Demonstrated ability to lead early childhood programs.

EXPERIENCE: Minimum of five years of experience related to Early Childhood Programs and services required. Documented, successful experience in school/education administration and/or building level leadership is required. Successful experience preparing grant applications, reports, and program budgets required. Experience supervising program staff at multiple sites preferred. The Director must have established collaborative relationships with community agencies that serve low income families; experience working with low income families preferred. Comprehensive knowledge of early childhood research, teaching strategies and best practice models required.

TERMS OF

EMPLOYMENT: 220-260 day position

SALARY/BENEFITS: According to the Administrative Guidelines
\$70,000-\$90,000

Job Summary:

The Early Childhood Director, Birth to Kindergarten, serves as the instructional leader responsible for the operation and alignment of all early childhood programs in school and community

Equal Opportunity Employer/Programs

Auxiliary aids and services as well as written publications in alternative accessible format are available upon request to individuals with disabilities.

Michigan Relay Center 1-800-649-3777 (Voice and TDD)

locations for students, birth to Kindergarten. Programs include, but are not limited to Great Start Readiness Program (GSRP), Parents as Teachers, Great Start Collaborative, Build Up Michigan, Early On and Early Childhood Special Education. Program implementation must be in accordance with state federal and child care licensing regulations: IDEA; Child Development and Early Learning Framework; and the Parent, Family and Community Engagement Framework.

Essential Duties:

1. Serves as the instructional leader for all early childhood programs for students, birth to Kindergarten and ensures that early childhood students receive services utilizing a Multi-Tiered System of Supports (MTSS).
2. Responsible for coordinating with necessary staff for hiring, supervision, discipline and evaluation of program staff in the assigned areas including, but not limited to, teachers, para-educators, classroom support, ancillary and other support staff in the program locations.
3. Ability to lead a team of educators in meeting goals and objectives. Provides guidance and leadership to staff to meet state, federal and child care licensing regulations; and IDEA.
4. Oversees the evaluation of students to determine eligibility for services in accordance with general education and special education requirements and places students into programs with the goal of Least Restrictive Environment (LRE)
5. Coordinates Kindergarten Entry Assessment and makes recommendations accordingly.
6. Works in consultation with the Executive Director of Programs and Services, the school improvement facilitator and local district administration.
7. Works with the Executive Director of Programs and Services and Business Services staff regarding the budget and reviews and analyzes monthly financial, statistical and assessment reports.
8. Completes and submits annual grant renewal applications and writes supplemental grant proposals.
9. Facilitates and coordinates a system of early childhood and special education professional development for all staff.
10. Administers parenting education program.
11. Conducts staff evaluation through observation, team meetings and review of files and documentation.
12. Conducts the annual program self-assessment.
13. In consultation with district administration, including grounds and maintenance, assures that classrooms and playgrounds are well equipped and meet licensing regulations.
14. Assures compliance with all mandates, all applicable laws and regulations.
15. Works with the Director of Transportation to assure coordination of bussing for students.
16. Works with the Executive Director of Programs and Services regarding any personnel matters that may result in disciplinary action for staff and building/facilities concerns.

17. Works with the Head Start Director to coordinate early childhood programming and special education services and with the Great Start Collaborative to foster collaboration and partnerships.

Skills/Other Duties:

Excellent verbal, written and interpersonal communication skills. Ability to solve problems logically and effectively, to work independently, to manage multiple tasks with results and demonstrate effective time management skills. Ability to exercise good judgement and make decisions in accordance with state and federal guidelines; board policies and administrative guidelines. Serves in special administrative assignments as designated by the immediate supervisor. Represents the intermediate school district on state and local committees, as requested. Performs other duties as assigned.

Method of Application:

All interested applicants apply at: [http:// www.applitrack.com/lewiscass/onlineapp](http://www.applitrack.com/lewiscass/onlineapp). Please upload your letter of interest, resume, letter(s) of recommendation, transcripts and other pertinent data directly to your Applitrack application. Please do not fax, email or send applications directly to the District. Questions regarding your application process should be directed to Applitrack.

Deadline: Until filled.

Area Demographics: We are located in Southwest Michigan on the Indiana border just minutes from Notre Dame and approximately two hours from Chicago, Illinois.