

**AMADOR COUNTY OFFICE OF EDUCATION**  
**PRESCHOOL DIRECTOR**

**DEFINITION**

The Preschool Director serves as the overall administrator to the Amador County Office of Education State Preschool Programs. Under the direction of the Assistant Superintendent of Curriculum and Instruction, to plan, organize, coordinate, and supervise the operational functions of the ACOE Preschool Program; to plan, organize, develop, and maintain educational programming, curriculum and instruction offerings designed to meet the needs of the preschool participants and the requirements set forth by the State of California; and to do other related work as required.

**ESSENTIAL DUTIES**

- Develop and conduct Parent and Parent Advisory Council meetings.
- Determine eligibility of families, enrollment in the program and maintain appropriate waiting lists when sites are full.
- Assure that a program self-assessment tool and parent evaluations of the program are completed yearly.
- Perform a variety of public relations related activities, including the development of information bulletins, newsletters, and participating in making presentations to various community groups.
- Oversee enrollment of children in appropriate schools and assist parents with contracts for care.
- Plan, organize, develop and supervise the educational programs for preschool children to meet emotional, physical, social, and intellectual needs.
- Assist in the diagnoses and intervention of learning disabilities of students.
- Perform demonstration teaching and model appropriate parenting behaviors.
- Direct and lead the functions and activities of the program teaching staff to ensure that instructional standards are maintained and that the program activities are well planned and structured.
- Confer with personnel regarding participant programming and instructional objectives.
- Plan, organize, coordinate, and participate in staff development, in-service and orientation programs.
- Evaluate all preschool personnel.
- Perform a variety of personnel management functions, including assisting in the recruitment and selection process, record management, and service time reporting.
- Maintains accurate, complete and correct records as required by state, district policy and administrative regulations.
- Responsible for the general operations of the programs assigned including budget preparation, provision of in-service opportunities, personnel supervision and evaluation as well as program review and evaluation.
- Assures that all aspects of the preschool program are in compliance with standards for state licensing and state funded preschool programs.
- Review, analyze, evaluate, and recommend adaptations and revisions to operational standards and guidelines to ensure adherence to preschool legal and policy mandates and regulations.
- Inspect, review, and monitor the facility, ground areas, and equipment to ensure that appropriate standards of safety, sanitation, and orderliness are maintained.

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- Serve as a liaison between community organizations and agencies regarding child care and planning.
- Represent the district and local preschool and child care with communities and agencies – including Local Child Care Council Duties if assigned.
- Other duties as assigned.

**QUALIFICATIONS**

**Requirements**

Must possess either:

Child Development Program Director Permit issued by the California Commission on Teacher Credentialing. (Classified)

OR

Teaching or Administrative credential with 12 units of ECE, + 3 units supervised field experience in ECE setting; or CCTC approved training. (Certificated)

**PHYSICAL DEMANDS AND WORKING CONDITIONS**

The physical requirements indicated below are examples of the physical aspects that this position classification must perform in carrying out essential job functions.

- Persons performing service in this position classification will exert 20 to 40 pounds of force frequently to lift, carry, push, pull, or otherwise move objects.
- This type of work involves sitting a portion of the time, but will involve walking or standing for extended periods.
- Perceiving the nature of sound, near and far visual acuity, depth perception, providing oral information, and possessing the manual dexterity to operate business related equipment and to handle and work with various materials and objects are important aspects of this job.
- Must have a full range of motion in the upper extremities.

Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

**SALARY LEVEL**

Salary Level I on the Classified or Certificated Management Salary Schedule.