

**PLANO INDEPENDENT SCHOOL DISTRICT
Job Description**

Job Title:	Director Preschool	Wage/Hour Status:	Exempt
Reports To:	Campus Principal & Career and Technical Education Coordinator	Pay Range:	833
Dept./School:	CTE/Campus	Date Revised:	04/22/2021

Primary Purpose:

Provide students with appropriate learning activities and experiences designed to fulfill their potential for intellectual, emotional, physical, and social growth. Enable students to develop competencies and skills to function successfully in society.

Qualifications:

Education/Certification:

- Bachelor's Degree
- Teacher Certification with required endorsements for subject/level assigned
- Texas certified and highly qualified to meet state and federal guidelines
- Must meet qualifications determined by the Texas Department of Family and Protective Services

Special Knowledge/Skills:

- Knowledge of subjects assigned
- General knowledge of curriculum and instruction
- Ability to instruct students and manage their behavior
- Strong organizational, communication (verbal and written), and interpersonal skills

Experience:

- A minimum of one semester of student teaching or approved internship

Major Responsibilities and Duties:

Instructional Strategies

- Develop and implement lesson plans that fulfill the requirements of the district's curriculum program assigned and show written evidence of preparation as required
- Present the subject matter according to guidelines established by Texas Education Agency, board policies, and administrative regulations
- Plan and use appropriate instructional/learning strategies, activities, materials, and technology that reflect accommodation for individual needs of students assigned

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Work cooperatively with special education teachers to modify curricula as needed for special education students according to guidelines established by Individual Education Plans (IEP)

Cooperate with other members of the staff in planning and implementing instructional goals, objectives, and methods according to district requirements

Participate in staff development activities to improve job related skills

Compile, maintain, and file all reports, records, and other documents required

Integrate technologies in the teaching/learning process

Student Growth and Development

Assist students in analyzing and improving methods and habits of study

Conduct ongoing assessment of student achievement through formal and informal testing

Assume responsibility for extracurricular activities as assigned and may sponsor outside activities approved by the school

Be a positive role model for students; support the mission of the school district

Classroom Management and Organization

Develop and maintain a classroom environment conducive to learning and appropriate to the physical, social, and emotional development of students

Manage student behavior in the classroom and administer discipline according to board policies, administrative regulations, and IEP

Take all necessary and reasonable precautions to protect students, equipment, materials, and facilities

Assist in the selection of appropriate instructional materials

Communication

Establish and maintain open lines of communication with students and their parents, principals and other colleagues

Maintain a professional relationship with all colleagues, students, parents, and community members

Use acceptable communication skills to present information accurately and clearly Keep the principal fully informed with respect to conditions and needs of the classroom and of new techniques and materials being used

Professional Growth and Development

Must maintain specific professional development hours to meet the guidelines for the Texas Department of Family and Protective Services

Attend and participate in staff meetings, committee meetings, staff development and work sessions

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Promote professional improvement through reading educational journals and books, exploring educational research, enrolling in college courses, participating in staff development activities, and membership in professional organizations

Follow all rules, regulations, and policies of Plano ISD and follow directives from supervisors

Follow attendance policy as assigned by supervisor

Exhibit professional judgment and responsibility at all times

Demonstrate behavior that is professional, ethical, and responsible

Compile, maintain, and file all physical and electronic reports, records, and other documents as required

Perform other functions that may be assigned by the Administration and/or supervisor

Policy Implementation

Uphold and enforce school rules, administrative regulations, district philosophy, board policies, and present subject matter according to established guidelines

Keep informed of and comply with state, district, and school regulations and policies for classroom teachers

Compile, maintain, and file all reports, records, and other documents required

Attend and participate in faculty meetings and serve on staff committees as required

Supervisory Responsibilities:

Supervise assigned teacher assistant(s)

Working Conditions:

Mental Demands:

Ability to instruct; interpret policy and maintain emotional control under stress.

Physical Demands/Environmental Factors:

Frequent district-wide and occasional statewide travel; occasional prolonged and irregular hours. Frequent standing, stooping, bending, kneeling, pushing and pulling. Occasional lifting up to 50 pounds. Prolonged use of computer and repetitive hand motions.

Acknowledgement:

Any work related experience or additional education/training resulting in acceptable proficiency levels in the above required knowledge, skills, and abilities may be an acceptable substitute for the above specified education and experience requirements at the sole discretion of District Administration.

Approved By: W. Noel McBee, Compensation Coordinator **Date:** 04/22/2021

The above statements are intended to describe the general purpose and responsibilities assigned to this job and are not intended to represent an exhaustive list of all responsibilities, duties, and skills that may be required. District administration

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and/or my supervisor has the right to add or change duties at any time. This job description supersedes all prior job descriptions for this position as well as rescinding all past and present job descriptions that do not reflect the current requirements of this position.

My signature below indicates I understand and acknowledge my job description.

Employee Signature: _____ **Date:** _____