**TITLE:** Preschool Supervisor

**QUALIFICATIONS:**

1. Certification: Valid teaching certificate/license in Early Education of Handicapped Children and a valid Supervisors certificate/license or Administrative Specialist certificate/license from the State of Ohio.
2. Education: Minimum of Master's Degree.
3. Experience: Background in Special Education or Preschool.
4. Valid Driver's License,

**RESPONSIBLE TO:** Superintendent. or designee

**FUNCTION:** Functions under the direction of the OVESC Preschool Director and has an administrative responsibility with personnel and preschool children within the assigned local school districts.

**RESPONSIBILITIES:**

1. Act as OVESC Superintendent's advisor.
2. Provide in-service to general education personnel, special education personnel, parents, tutors, paraprofessionals, and administrators regarding the education of preschool children who are developing typically and who are disabled.
3. Evaluate general education teachers, special education teachers, paraprofessionals, and related service personnel.
4. Schedule, plan, and conduct district/program preschool staff meetings.
5. Establish and implement school policies and procedures relating to federal and state regulations governing preschool services.
6. Assist in planning, preparing, and managing program budgets.
7. Oversee compliance to federal and state laws regarding evaluation, identification, placement, and education of preschool students with disabilities.
8. Complete all required federal account forms for child count, as well as coordinate communications with the Ohio Department of Education, Office for Exceptional Children, Early Childhood Special Education and Step Up to Quality.
9. Coordinate classroom or home instruction programs when determined appropriate for students with disabilities.
10. Schedule, plan, and conduct suspected disability meetings for children suspected of having a disability.
11. Identify and coordinate appropriate special education for preschool children with disabilities.
12. Coordinate services with outside community agencies.
13. Represent the OVESC at meetings.

14. Provide assistance and offer new approaches, programs, and ideas for individual Bright Beginnings teachers to deal with problems as they provide services to children in a variety of settings such as socialization settings, center-based settings, preschool settings, Head Start programs, home visitations, etc.
15. Assist teachers in the ordering of appropriate instructional materials and supplies.
16. Keep current with educational needs and trends.
17. Maintain communication and effective working relationships within the OVESC, each partnering district and with the various publics within the service area.
18. Provide information to school personnel regarding state and federal laws and regulations and other topics essential for the delivery of services to children with disabilities.
19. Provide consultation and assistance, through observation and discussion, to personnel to assure continuity among Early Learning Developmental Standards, the curriculum, student assessment data, the IEP, and daily lesson plans.
20. Assist in the development of educational evaluation and accountability procedures utilized in the identification, evaluation, IEP development, placement, and periodic review of children with disabilities who may need preschool special education and related services.
21. Keep thorough, ongoing records, and individual educational plans for all students referred or placed in the program.
22. Maintain lists of typically developing peers, special education referrals, screenings, evaluations, and special education placements within the preschool.
23. Facilitate the expansion of preschool within the region through discussions with district representatives and engaging in community outreach programs.
24. Possess an understanding of educational curriculum and instructional methods.

**OTHER DUTIES AND RESPONSIBILITIES:**

1. Attend training sessions as determined by state or district policies and procedures.
2. Attend professional development meetings and in-services as required.
3. At the request of the Superintendent, or designee, attend parent conferences, or team meetings with school staff.
4. Such other duties as assigned by the OVESC Superintendent.

**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:**

1. Ability to work effectively with others
2. Ability to communicate ideas and directives clearly and effectively both orally and in writing
3. Effective, active listening skills
4. Organizational and problem solving skills

5. Knowledge of public school policies and practices
6. Commitment to education

**TERMS OF EMPLOYMENT:** To be determined by the Ohio Valley ESC Superintendent and Board.

**EVALUATION:** Performance will be evaluated with provisions of the OVESC's policy.

My signature below signifies that I have reviewed the contents of my job description and that I am aware of the requirements of my position. I further certify that I have reviewed the most current copy of the Ohio Valley Educational Service Center Policy Manual.

EMPLOYEE SIGNATURE_____DATE:_____