

**RIPON AREA SCHOOL DISTRICT  
Job Description**

Department: Administration

Job Title: Early Childhood and 4 year old Preschool Director

Qualifications: Licensure: Must be licensed as a Principal (51) or in the process of obtaining the license in the time frame specified by the Board of Education.

Education Level: Master's degree in an approved program which qualifies for elementary principal certification with the State of Wisconsin.

Experience: A minimum of four years of teaching experience at the elementary level and previous administrative experience.  
Demonstrated ability to effectively deliver administrative services.  
Holds a personal philosophy of education that is compatible with the demands of the position and the nature of the community.

Other Requirements: Ability to effectively present information, communicate positively and respond to questions from administration, Board of Education, staff, students, parents, and the general public in a pleasant manner. Ability to motivate, guide, and supervise staff. Ability to handle stressful situations, organize and maintain numerous details, work independently. Ability to respond to change and frequent interruptions in a productive and positive manner while meeting deadlines as assigned. Ability to maintain confidentiality in all phases of position. Ability to effectively use multiple technologies for communication, job-embedded learning, data analysis, and work efficiency. Ability to work unsupervised and make risk decisions.

Reports to: Superintendent of Schools

Supervises: Directly the 4PS Coordinator and directly or indirectly all early childhood and 4 year old preschool employee connected with the Ripon Area School District.

Job Goals: To collaborate with other groups, programs, and agencies in the community and county to provide and evaluate all needed services for children and families that are a part of the Early Childhood and 4PS Program in the district.

**Essential Job Functions/Responsibilities:**

1. Demonstrates commitment to the education of children by supporting the organizational vision, mission, guiding principles, and strategic direction.
2. Promotes and supervises an effective early childhood and 4 year old preschool program that is consistent with state philosophy and state guidelines
3. Works with collaborative partners and local agencies within the community to increase student participation and support the total development and readiness skills of the young child.

4. Works with the 4PS Coordinator and teaching staff to develop curriculum that reflects a balance of all areas of learning offered in an integrated manner reflecting the holistic nature of learning.
5. Works with the 4PS Coordinator to manage resources including expenditure of funds; maintenance of 4PS budget; and establishment and implementation of emergency procedures;
6. Assumes responsibility for the recruitment, hiring, supervision, and evaluation of early childhood and applicable 4PS staff.
7. Establishes a positive and effective learning climate in early childhood and 4PS by creating, implementing, and communicating expectations, procedures, and practices.
8. Works with the 4PS Coordinator to promote clear expectations, well-defined channels of communication and relationships between students, parents/guardians, administrators, and staff.
9. Works with the 4PS Coordinator to coordinate overall early childhood and 4PS registration schedule through local and school media including preparation of the early childhood and 4PS booklet and necessary forms.
10. Works with the 4PS Coordinator to establish partnerships with outside agencies to advance student learning.
11. Works with the 4PS Coordinator and administrative support position to create class lists for each collaborative site.
12. Works with Business Manager and 4PS Coordinator to coordinate transportation to and from collaborative sites.
13. Interprets and enforces district policies.
14. Prepares 4PS reports required by state and federal regulations and Board of Education policies.
15. Gathers input and data from staff on his/her own performance.
16. With the 4PS Coordinator, assists in establishing and maintaining good relations with civic, professional, service, parent organizations, legislators, and the community in general; and by having an active interest and involvement in community activities.
17. Engages in professional growth activities to stay current in the field and enhance job performance relative to the organization and implementation of quality early childhood programs and meeting changing job requirements.
18. Performs other duties as assigned by the Superintendent.

Terms of Employment:           The term of employment for the Primary School Principal shall be July 1 to June 30 of each year, or as otherwise decided by the Board of Education in accordance with applicable Wisconsin law.

Evaluation:                      Performance shall be evaluated annually, in accordance with provisions of the Board of Education policy on administrative personnel.

I read and understand this job description and can fulfill the essential functions listed.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name