

PLEASE POST THROUGH 04/08/2022

Hiring for 2022-2023 School Year

(start date to be negotiated)

Logan County Board of Developmental Disabilities

Position Description

Principal/Director of Early Childhood

Regular Hours of Work: 40 hours per week, 8:00 AM- 4:00 PM; 250 days per year.

Immediate Supervisor: Superintendent

QUALIFICATIONS: Master's degree in early childhood or special education with appropriate credentials from ODE or ODODD and applicable experience in program development, early childhood education, supervision and/or principal's license.

JOB DESCRIPTION AND WORKER CHARACTERISTICS:

Supervises daily operations ensuring sound communication among staff, parents and management components. Supervises teachers, therapists, teacher assistants and support staff. Coordinates services to carry out classroom programs and implement IEP services; to evaluate said staff annually; to recommend hiring and assignment of staff; to coordinate staff development programs; to monitor certification. Administers early intervention and preschool in accordance with rules and guidelines of Ohio Department of DD and Ohio Department of Education. Assures the completion of evaluation team reports of students; assures development, implementation, and evaluation of Individual Education plans, IFSP's and Transition plans; assures evaluation and implementation of ancillary services; to assure the coordination of parent and school district input into said services. Manages all aspects of grants needed to implement program services including proposals, reporting and implementation. Assures the coordination of services with all school districts within Logan County. To participate on Special Education Task Force, to assure reporting of student information to LEA's. Serves on the Early Childhood Coordinating Committee (Project Child) to coordinate services to children and their families. Performs other related duties as assigned.

ESSENTIAL FUNCTIONS OF THE POSITION: *For purposes of 42 USC 12101 and OAC 4112-5-08:*

1. Plans, schedules, assigns work, hires, and evaluates all preschool employees.
2. Instructs and trains enrollees on an intermittent basis.
3. Communicates with enrollees, parents, staff, administration, and community.
4. Develops and monitors staff and student attendance and schedules.
5. Develops, monitors and evaluates the curriculum program.
6. Attends meetings, seminars, and conferences.
7. Reviews and responds to employee/student questions and concerns.
8. Examines and evaluates employee performance.
9. Plans, schedules and travels to school related activities.
10. Prepares and evaluates reports, plans, budgets, and other documents.
11. Recommends employee hiring, discipline and promotion.
12. Assists with the lifting, carrying, moving, and discipline of enrollees as needed.
13. Maintains required certifications/degrees/licenses.
14. Demonstrates regular and predictable attendance.
15. Shall comply with Safety Rules established for the purpose of fulfilling compliance with Ohio Employment Risk Reduction Standards, Rules, or Orders, through the utilization of protective equipment and decontamination techniques.

GENERAL EXPECTATIONS:

- Promotes and implements the mandates of the LCBDD in a professional, positive, and efficient manner.
- Maintaining confidentiality is required.
- Regular and predictable attendance is expected.

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- Preserving a valid certification, licensure or registration is expected for those positions that require such in order to continue employment.
- It is essential for the employee to maintain all training and in-services required by the position.
- The LCBDD promotes a non-hostile and non-discriminating work environment. Employees must adhere to respectful conduct and language at all times. The Board expects all employees to follow policies/procedures of the department and Agency rules and regulations.

EMPLOYMENT REQUIREMENTS: Must pass a medical fitness for duty examination including chemical dependency test; must pass criminal background check; valid driver's license with less than six (6) points on BMV report; must possess and provide proof of current auto insurance coverage pursuant to agency policy; must complete all Public School Works employee training as per Employee Safety Training Guide (may be acquired after employment). Must be physically capable to lift, carry, and move enrollees, including children/adults in a safe manner, according to inservice training.

POSITIONS DIRECTLY SUPERVISED: Secretary/Clerk 3; Preschool Instructors; Preschool Instructor Assistants; EI supervisor/coordinators; Coordinator of Therapy Services

EQUIPMENT OPERATED: Office and Technology Equipment

PROBATIONARY PERIOD: As per Management Contract

WORKING CONDITIONS:

- Position may involve exposure to individuals with medical and behavioral risks.
- Working conditions may exist that are not such as normally exist in the occupation of the public employee. These conditions may include exposure to blood borne pathogens, communicable disease, potentially infectious materials, and/or aggressive behavior.

FLSA: Exempt

Division: Early Childhood

Probationary Period: As per Management Contract

Status: Non-Classified Management; Full-time

Logan County Board of DD does not discriminate in provision of services or employment because of handicap, race, color, creed, national origin, sex, or age.

If you meet the qualifications for this position and would like to apply, please submit a resume with a cover letter and a completed application by April 8, 2022 to:

**Staci Nichols, Human Resources Director
Logan County Board of Developmental Disabilities
1851 State Route 47 West
Bellefontaine, OH 43311
snichols@logancbdd.org**