



LOGAN COUNTY BOARD OF DEVELOPMENTAL DISABILITIES  
An Equal Opportunity Employer  
**POSITION DESCRIPTION**

<b>Position Title:</b>	Preschool Manager	<b>Reports To:</b>	Preschool Director
<b>Division:</b>	Early Childhood	<b>Civil Service Status:</b>	Non-Classified Management FT
<b>Schedule:</b>	Monday – Friday	<b>FLSA Status:</b>	Exempt
<b>Salary Range:</b>	Management Contract	<b>Hours: As Needed for position</b>	<b>Days: 220</b>

**QUALIFICATIONS:** Bachelor's degree in early childhood, special education, or supervision, with appropriate credentials from ODE or ODODD. Master's degree preferred. Applicable experience in program development, early childhood education and supervision.

**LICENSURE OR CERTIFICATION REQUIREMENTS:**

**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.

**JOB DESCRIPTION AND WORKER CHARACTERISTICS:**

Works alongside the Preschool Director in supervising daily operations of the preschool program, ensuring sound communication among staff, parents, and management. Supervises teachers, teacher assistants, and support staff. Coordinates services to carry out classroom programs and implement IEP services; Assists director to monitor certifications. Administers preschool compliance 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, and transition plans; assures evaluation and implementation of ancillary services; to assure the coordination of parent and school district input into said services. Assists with day-to-day classroom issues, observations, planning, and teaming. Assures the coordination of services with all school districts within Logan County. Assures reporting of student information to LEA's. Performs other related duties as assigned.

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

1. Administers Preschool program: including scheduling, supervision, and rule compliance.
2. Plans, schedules and assigns work; responsible for contacting substitutes and ensuring adequate staffing.
3. Coordinates student enrollment including: transition to kindergarten, screenings, multi-factored evaluations, IEPs, and classroom assignments. This includes management of enrollment and IEP software such as Rediker, Same Goal, etc.
4. Assures completion of ETRs, IEPs, review IEPs, transition plans and ancillary services. Tracks, schedules and coordinates these meetings. Attends all IEP and review IEP meetings.
5. Communicates with parents, staff, administration, and community.
6. Acts as the liaison to the 5 Logan County school districts and to community agencies serving preschool students.
7. Serves on committees as assigned by the director.
8. Acts as a special education resource for teachers and specialists.
9. Ensures licensure compliance in accordance with Ohio Department of Education and Workforce Standards and Step-Up the Quality Standards.
10. Attends meetings, seminars, and conferences.
11. Reviews and responds to employee and parent questions and concerns.
12. Examines and evaluates employee performance.
13. Responsible for day-to-day classroom issues, observations, planning, and teaming.
14. Plans, schedules and travels to school related activities.
15. Oversees the resident educator (RESA) requirements.

- 16. Assists in compliance with safety programs, such as evacuation planning (fire and tornado drills) in conjunction with the maintenance supervisor.
- 17. Assists with the lifting, carrying, moving, and discipline of enrollees as needed.
- 18. Maintains required certifications/degrees/licenses.
- 19. Demonstrates regular and predictable attendance.
- 20. 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 required.
- Preserving a valid certification, licensure or registration is required 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.

**POSITIONS DIRECTLY SUPERVISED: Preschool Instructors; Instructor Assistants, including contracted assistants and substitutes.**

**EQUIPMENT OPERATED:** Office and Technology Equipment

**PROBATIONARY PERIOD:** One year or 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.

Signatures:

I acknowledge that I have received a copy of **Preschool Manager** position description; I have read the Job Duties, Qualifications, Conditions, Essential Functions and Knowledge/Skills/Abilities of this position; I attest that I meet all requirements and I am able to perform the job duties of this position.

The position description accurately reflects the nature of the duties which I will be expected to perform, the number of days and hours that I am expected to work, with reasonable assurance of work after scheduled unpaid break days.

This position description in no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent. My (employee) signature below signifies that I have reviewed and understand the contents of my position description.

Employee Signature	Employee Printed Name	Date
	<b>Krista Oldiges</b>	
Superintendent Signature	Superintendent Printed Name	Date