

# MATAWAN-ABERDEEN REGIONAL SCHOOL DISTRICT

## *EARLY CHILDHOOD ADMINISTRATOR*

### **QUALIFICATIONS:**

1. Five years successful teaching experience.
2. Master's degree required.
3. Principal's certificate required.
4. Strong interpersonal and communication skills.
5. Strong leadership skills in the areas of principal experience and special education experience.
6. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

### **PRIMARY FUNCTION:**

To assist and support the district's elementary educational programs, policies and regulations, school goals and objectives.

### **SUPERVISES:**

Such staff members as the Assistant Superintendents' designate in collaboration with building Principals.

### **REPORTS TO:**

Assistant Superintendent of Curriculum and Instruction and Assistant Superintendent of Special Services.

### **TERMS OF EMPLOYMENT:**

Twelve-month year; Salary as established by the Board of Education/Matawan Regional Administrators Association Agreement.

### **EVALUATION:**

Performance of this job will be evaluated by the Assistant Superintendent in accordance with provisions of the Board's policy on evaluation of professional personnel.

### **PRIMARY/PERFORMANCE RESPONSIBILITIES:**

1. Assists the district in the planning and implementation of the early childhood elementary curricula and programs.
2. Building coverage support – on an as-needed basis as assigned by Assistant Superintendents in the event of a principal absence.
3. Performs such other administrative responsibilities and assumes such other responsibilities as assigned by the Superintendent or designee.
4. Evaluates and supports District goals and strategic plan to maximize student learning community involvement.
5. Support the teacher observation, evaluation and walk through process.
6. Support teachers with the development and implementation of PDPs & SGOs.
7. Attend evening events – as assigned by Assistant Superintendents.
8. Support the planning and facilitation of Department Meetings for elementary teachers in collaboration with Director of C&I.
9. Support the collection and analysis of data.
10. Support local and state testing as assigned by Assistant Superintendent.
11. Support elementary articulation and transitions (vertical and horizontal).

# MATAWAN-ABERDEEN REGIONAL SCHOOL DISTRICT

## *EARLY CHILDHOOD ADMINISTRATOR*

12. Support the planning and implementation of professional development.
13. Support the identification, piloting, implementation, and evaluation of new programs and resources.
14. Support the planning and implementation of elementary summer programs.
15. Carries out such other professional duties as may be assigned by the Superintendent and his/her designee.

DATE ADOPTED BY BOARD: January 25, 2021

AGREED TO BY INCUMBENT:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print

\_\_\_\_\_  
Date