

TITLE: Principal, Plymouth Early Childhood Center

QUALIFICATIONS:

1. A Master's degree or higher from an accredited college or university with a major in special education and preference early childhood experience.
2. A valid Massachusetts DESE Certification as a special needs teacher (moderate special needs and/or severe special needs) and as a school principal/assistant principal preK-6.
3. A minimum of five (5) years of professional experience in either special education, speech/language therapy or school psychology with young children with special needs.
4. A proven ability to relate to a variety of constituencies, including but not limited to administrators, teachers, professional and paraprofessional staff, students, parents, school committee, and other human service agencies.
5. A proven ability to address a variety of tasks simultaneously, be a problem solver, and possess a strong work ethic.
6. A proven ability to establish a strong and welcoming school culture and work environment for staff, students, and families.
7. A sense of humor and a proven ability to work in a polite and friendly manner with all staff members and with the larger educational community.
8. Such alternatives to the above qualifications as the School Department may find appropriate and acceptable.

REPORTS TO:

Director of Special Education

SUPERVISES:

All staff (teachers, counselors, therapists, paraprofessionals, clerical, nursing, etc.) that work at the Plymouth Early Childcare Center (PECC) and the Plymouth Family Network (PFN).

JOB GOAL:

To develop, implement, and coordinate pre-kindergarten special education and related services for all three (3) and four (4) year old identified as requiring specially designed instruction prior to kindergarten. Incorporate, Plymouth Family Network and other early childhood agencies to ensure a seamless transition to PK programming and assist families in obtaining supports and service for their child.

PERFORMANCE RESPONSIBILITIES (include but not limited to):

1. Develops and monitors child safety protocols.
2. Coordinates transition of special education students from Early Intervention following state and federal timelines as well as the transition of special education students to kindergarten in a timely manner to ensure services and materials are available in the school budget.
3. Supervises and maintains a safe environment for staff and students indoors and outside on school playground.
4. Ensures compliance and coordinates Chapter 766 evaluations and services for the preschool students including implementation of a screening program for three and four year olds as per Chapter 766 regulations and acts as the TEAM Chairperson as well as the head diagnostician throughout this process.
5. Systemizes and implements diagnostic-prescriptive evaluations for all three and four year old students who have been referred for special needs evaluations.
6. Acts as a referral service and maintain relationships with outside agencies for those children who may qualify for such services, i.e. Head Start, Plymouth Family Network (PFN), Department of Child and Family Services, and Early Intervention.
7. Designates appropriate staff members to act as a liaison/case manager in order to facilitate timely completion of all evaluation components in accordance with Chapter 766 timelines.
8. Maintains and distributes all required records and reports as required by Chapter 766 and in accordance with state and federal statutes for the preschool and the Plymouth Family Network.
9. Acts as a liaison and consultant to the Parent Teachers Association (PTA) including but not limited to planning parent training.
10. Supervises classroom and integrative therapies in accordance with each child's individualized educational plan (IEP).
11. Provides for appropriate training and in-service activities for the Developmental Preschool staff and Plymouth Family Network as needed.
12. Hires staff in conjunction with the Director of Special Education for the Developmental Preschool and Plymouth Family Network.
13. Supervises outreach and recruitment of families from DEEC defined "high need" in specific categories.
14. Provide referrals to Plymouth families to the appropriate agencies as needed and support services not limited to parent education series, parent/child playgroups and

workshops, child/family outings and activities, developmental screenings, home visits to provide parent instruction on developmentally appropriate activities.

15. Supervises the Parent Child Home Program and all activities including maintaining staff certifications and trainings
16. Acts as a consultant to the Director of Special Education on budgetary matters, transportation, grants, facility use, and other general district procedures. In addition is the lead on all funds collected as tuition for peer model students.
17. Provides leadership in the implementation of all required curriculum within the school.
18. Keeps abreast of current early childhood and special education research and professional literature.
19. Performs such other tasks and assumes other duties as may from time-to-time be assigned by the Director of Special Education, the Superintendent or his designee.

The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities and duties required of those in this classification.

TERMS OF EMPLOYEMENT:

210 Day Work Year

EVALUATION:

Performance of this job will be evaluated annually in accordance with the provisions of the School Committee's policy on evaluation of administrative personnel.

SALARY:

Unaffiliated Contract

Equal Opportunity/Affirmative Action Employer

Plymouth School Committee:

Information: 10/16/2017
Discussion: 10/16/2017
Approved: 10/16/2017