

ANTICIPATED POSITION ANNOUNCEMENT

**BOLINAS-STINSON UNION SCHOOL DISTRICT
125 OLEMA BOLINAS ROAD
BOLINAS, CA 94924
415.868.1603
bolinas-stinson.org**

Preschool Director/ Lead Teacher A Classified Management Position

The Bolinas-Stinson School District is seeking a Director for its public preschool program for 4-year olds that will open in August of 2017.

The Preschool Director will be responsible for program development in accordance with school district goals and best practices in preschool programming and instruction.

Applicants must have significant training and experience in early childhood education: Child Development Teacher Permit OR California Multiple Subject Teaching Credential plus 6 units ECE.

The Director will serve as a consultant/ independent contractor on an as-needed basis during the planning and development of the program until July 1, 2017 and will be responsible for the following duties during that time period:

- Serve as the leader of the preschool program.
- Finalize and implement program as outlined by the District Preschool Program Steering Committee.
- Oversee planning of facilities improvements specific to preschool program.
- Select and purchasing materials and equipment.
- Ensuring compliance with state and local agencies.
- Oversee preschool license application (already in progress)
- Collaborate with school district administration on selecting and hiring an additional preschool teacher or assistant.
- Collaboration with school staff in the areas of transportation, nutrition, playground construction and inspection.
- Public relations and outreach to ensure program viability.
- Parent communication/ collaboration.

After July 1, 2017 the Director will be contracted as a full-time classified management employee and will be responsible for the following on-going duties:

- Oversee entire preschool program.
- Student care and instruction
- Supervise of and collaborate with preschool assistant teacher/ aide
- On-going compliance with federal, state and local law and policy.
- Collaborate with school district administration and staff in all aspects of district operations.
- Participate in district-wide meetings, staff development activities and school-related events.
- Public Relations and program promotion activities.
- Attendance at selected meetings of the Board of Trustees as determined by the Superintendent.
- Attendance at state and local meetings and trainings as appropriate.
- Provide instructional leadership in early childhood education for district staff and community.
- Develop and implement parent communication and involvement plans.

Salary: \$54,417- \$84, 614 Depending on education and experience

Benefits: Employee +1 Kaiser Plan, Delta Dental, VSP vision and MHN employee assistance plan.

Mandatory participation in CalPERS or CalSTRS retirement plan as appropriate.

Calendar: 186 days includes all school days, staff development days and teacher work days.

Application instructions:

- EdJoin Application
- Letter of intent
- Resume
- Three current letters of recommendation

Interview by committee