



Pine Springs

PREPARATORY ACADEMY

JOB DESCRIPTION

TITLE	EC Director
REPORTS TO	Chief Operations Officer
JOB FUNCTION	The Director provides the leadership for our EC federal program, intervention services and student accountability. This role includes the ability to motivate, influence and shape individuals in order to assure continuous organizational development and improvement. Indicators of competency fall in the areas of leadership, planning and improving curriculum and instruction, policy and procedures, community relations, personnel practices and fiscal management. The Director is part of the school leadership team and works under the general supervision of the Chief Operations Officer. The Director maintains a cooperative relationship with school personnel, The Department of Public Instruction, related service agencies, parent and community stakeholders. The overall responsibility of the Director is to administer the EC Program within local, state and federal guidelines, rules, regulations and laws. The director also performs other duties and responsibilities as assigned by the Chief Operations Officer.
QUALIFICATIONS	• NC licensure with EC certification. • Knowledge of IDEA grants and ECATS. • Preferred Leadership experience • 10 years or more of EC educational experience.
RESPONSIBILITIES	Program Management: The EC Director provides effective leadership in developing comprehensive program plans and implementing and evaluating the planned programs • Exceptional Children's Services • Psychological Services • Contract Services • Intervention Program (MTSS) • 504 Plans • Coordinates with the Testing Director for State Testing Fiscal Management: The Director assists/prepares budgets and maintains records/reports/inventories in accordance with local/state/federal policies. • Submit IDEA Grant • Submit DEC Headcount



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	Information Management: The Director shares information about programs with various publics, serves as a liaison between the school system and other contract agencies and assists in the development of in-service staff development. The Director accomplishes personal growth objectives and demonstrates professional ethics. • Send out information from the OEC newsletter to relevant staff members • Serve as LEA when needed. • Collaborate with the EC Compliance coordinator to develop PD and oversee monthly meetings with EC staff. • Communicate with DPI and attend trainings scheduled by DPI throughout the year. Personnel Management: The Director assists in selection and placement of personnel, delegates and supervises staff responsibilities and assists in evaluating staff.
TERM OF EMPLOYMENT	12 month employment
COMPENSATION	Salary will be determined based on PSPA budget and experience. Pine Springs Preparatory Academy does not follow the NC salary schedule and does not participate in the NC State Retirement System. PSPA offers a 401k program with a board matching percentage and health coverage options. Salary starts at \$70,000/ annually.
ADDITIONAL DETAILS	Please provide the following: • Cover Letter • Resume • Two Reference Names and Information • All personal social media handles Please send resume or inquiries to Stephanie Needham, Chief Operations Officer. sneedham@pinespringsprep.org • If Pine Springs wishes to follow up with a candidate after review of application materials, the candidate will be contacted for an interview.