



Mecosta-Osceola Intermediate School District

Administrative Offices: 15760 190th Avenue, Big Rapids, MI 49307

Phone: 231.796.3543

[MOISD Job Opportunities](#)

2425-02

**NOTICE OF
VACANCY**

Title: Early Childhood Director

Start date: August 5, 2024

Classification/FLSA: Administrative, Exempt

Duration: 200 days per year, 7.5 hours per day

Reports to: Assistant Superintendent of Instructional Services

Location: Big Rapids

Position Summary: The Early Childhood Director provides leadership and program development to the Early Childhood staff in Mecosta and Osceola counties to ensure inclusive, consistent, and high-quality programming and services. The primary goals are to assist with the development and supervision of the MOISD early childhood programs to promote positive outcomes for all children.

Professional Requirements / Education and Experience

- Master's degree required, with certification or approval in special education and/or early child development. ZA/ZS endorsement preferred.
- Possess valid Michigan Administrator Certification or enrolled in a program leading to certification as a school administrator not later than six months after the date of employment, with three years to meet the certification requirements.
- Three to five years of progressively more responsible experience in early childhood programs and services is required. Prior supervision of staff is preferred.
- Knowledge of state and federal mandates that impact early childhood programs and services, GSRP Implementation Manual, the Individuals with Disabilities Education Act, the Michigan Administrative Rules for Special Education, and the Michigan Early Childhood Standards of Quality Birth to Kindergarten.
- Training certifications and/or experience in administering assessment tools such as the Classroom Coach, CLASS, Teaching Strategies GOLD, HELP and COR.
- Knowledge and experience with early childhood curriculum, High Scope preferred.
- Knowledge and experience with child development, family-centered services, parent coaching, instructional practices, early intervention, and diverse populations.
- Strong understanding of the logic and application of an early childhood MTSS framework and the continuum of behavior and academic supports.
- Demonstrated ability to collect, analyze and use data and research to improve early childhood programs, service quality, and ensure students are being educated in their least restrictive environment.
- Competent and efficient use of technology and software, including Google applications and MiPSE.
- Must meet child care licensing requirements, including proof of CPR/first aid certification and negative TB test results within the previous 12 months, or willingness to obtain upon hire.
- Must pass a criminal history background investigation conducted by the Michigan State Police (MSP) and the Federal Bureau of Investigation (FBI).

Supporting Schools and Student Achievement

In compliance with Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, the Americans with Disabilities Act of 1990, and the State of Michigan's Elliott-Larsen Civil Rights Act of 1977, Section 102(a) it is the policy of the Mecosta-Osceola Intermediate School District that no person shall, on the basis of race, color, religion, national origin or ancestry, gender, age, disability, height, weight, or marital status be excluded from participation in, be denied the benefits of, or be subjected to discrimination during any program or activity or in employment. Inquiries regarding this policy should be directed to: Superintendent, Mecosta-Osceola Intermediate School District, 15760 190th Avenue, Big Rapids, MI 49307, Telephone (231) 796-3543.



Mecosta-Osceola Intermediate School District

Administrative Offices: 15760 190th Avenue, Big Rapids, MI 49307

Phone: 231.796.3543

[MOISD Job Opportunities](#)

2425-02

**NOTICE OF
VACANCY**

Essential Duties

- Provide building leadership and supervision to the MOISD Early Childhood Center.
- Leadership of program development and operations to assist the Assistant Superintendent of Instructional Services and Assistant Superintendent of Special Education in guiding the integration of general and special education programs to promote inclusive environments.
- Work collaboratively with staff to plan, organize and provide professional development activities and supports related to research-based curriculum, assessment and instructional practices within an MTSS framework.
- Provide technical assistance and support as assigned to early childhood staff in local districts, the ISD, and community programs to monitor and improve quality services to preschoolers and their families.
- Lead countywide work in innovative and evidence-based practices, including assessment and early childhood curriculum and development, to run high-quality early childhood programs and services.
- Ability to develop and maintain positive relationships with staff and multiple stakeholder groups, including community agency collaboration.
- Maintain in-depth knowledge of Federal and State laws and policies to ensure compliance and to promote best practices.
- Provide oversight of child find, monitoring, compliance, data collection, and reporting requirements.
- Other duties as assigned by Assistant Superintendent of Instructional Services or designee.

Compensation: \$75,000 – \$85,000

Benefits: Employee medical, dental, vision, life/add & ltd, employee assistance program; MPERS retirement; Paid sick and personal leave, paid holidays; Professional development opportunities.

Posting date: 07/15/2024

Application deadline: 08/04/2024 or until filled

Please submit cover letter, resumé and references, and applicable transcripts to:

Jessica R. Ross, Human Resources Coordinator

Email: jobs@moisd.org

Mecosta-Osceola Intermediate School District

15760 190th Avenue, Big Rapids, MI 49307

Supporting Schools and Student Achievement

In compliance with Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, the Americans with Disabilities Act of 1990, and the State of Michigan's Elliott-Larsen Civil Rights Act of 1977, Section 102(a) it is the policy of the Mecosta-Osceola Intermediate School District that no person shall, on the basis of race, color, religion, national origin or ancestry, gender, age, disability, height, weight, or marital status be excluded from participation in, be denied the benefits of, or be subjected to discrimination during any program or activity or in employment. Inquiries regarding this policy should be directed to: Superintendent, Mecosta-Osceola Intermediate School District, 15760 190th Avenue, Big Rapids, MI 49307, Telephone (231) 796-3543.