



The Learning Tree

Helping Children Learn and Grow

Preschool Director Job Announcement

The Learning Tree, Inc. is looking for a Director for The Little H.A.P.I.E. Tree Preschool located in Auburn, AL. The Little H.A.P.I.E. Tree Preschool is a program of The Learning Tree, Inc. in partnership with Auburn City Schools. It is an inclusive preschool program for students age 3-4. Primary focus is on teaching readiness and prerequisite skills to prepare children for primary school.

Working under the direct supervision of the Regional Director of The Learning Tree, Inc. and the Principal of Auburn Early Education Center, the position of Director of The Little H.A.P.I.E. Tree Preschool includes, but is not limited to the following responsibilities:

- Overall supervision of all operations for The Little H.A.P.I.E. Tree preschool
- Supervision of personnel related issues
- Oversight of hiring of prospective employees
- Oversight of development of individualized service plans for students (IEP & ISP)
- Communication with parents and agency representatives
- Oversight of staff training
- Oversight of program plan meetings (IEP & ISP)
- Oversight of service plan implementation
- Oversight of documentation procedures
- Oversight of internal investigations
- Report of all significant issues to the Regional Director of The Learning Tree, Inc. and the Principal of the Auburn Early Education Center
- Oversight of budget funds
- Other duties deemed necessary by Regional Director of The Learning Tree, Inc. and the Principal of the Auburn Early Education Center to ensure care, welfare, safety, and security of children

Qualifications: minimum of Master's degree in education, special education, or related field; two years experience with individuals as served by The Little H.A.P.I.E. Tree; demonstrated knowledge of use of applied behavior analysis in classroom setting; good driving record preferred.

Salary & Benefits: starting at \$50,000, negotiable with experience; retirement program offered; school pays 50% toward monthly health insurance premiums for individual plan; 40 Annual Leave days; school provides \$20,000 life insurance policy for health plan participant

Send resume to April Rapp at arapp@learning-tree.org by 5:00 p.m. on July 7, 2017.

Auburn/Tallasse Region
101 S. Dubois Street
PO Box 780639
Tallasse, AL 36078
334-252-0025

Anniston/Jacksonville Region
6344 Roy Webb Road
Piedmont, AL 36272
PO Box 908
Jacksonville, AL 36265
256-447-9349

Mobile Region
4979 Lott Road
Eight Mile, AL 36613
PO Box 1306
Semmes, AL 36575
251-649-4420

Resource Development Office
205 Lambert Avenue
Suite D
Mobile, AL 36604
251-331-2633