QUALIFICATIONS:
(1) Master’s Degree from an accredited institution.
(2) Certification in Elementary Administration/Supervision.
(3) Certification in Early Childhood or Pre-K/Primary.

KNOWLEDGE, SKILLS AND ABILITIES:
Knowledge of current trends and research in early childhood education. Ability to read, interpret and enforce policies, rules, and statutes. Ability to interact with a variety of persons and agencies. Effective oral and written communication skills. Basic knowledge of accounting principles. Ability to administer and manage a variety of grant funded programs.

REPORTS TO:
Assistant Superintendent for Office for Teaching and Learning

JOB GOAL
To provide leadership, direction and coordination of Early Childhood Programs.

SUPERVISES:
Supervisor of Early Childhood Programs
Program Specialist State and Federal Grants
Assigned Pre-Kindergarten Support Personnel

PERFORMANCE RESPONSIBILITIES:

Communication
* (1) Disseminate information to communities and media about program.
* (2) Communicate effectively orally and in writing.
* (3) Use a variety of strategies to communicate effectively with a variety of audiences.

Critical Thinking
* (4) Assess community needs for program needs and services.
* (5) Plan program and services review annually involving all levels of personnel, parents, and community representatives.
* (6) Review records, reports, and other pertinent data before planning for
DIRECTOR OF EARLY CHILDHOOD PROGRAMS (Continued)

program implementation or revision

Proactive Orientation
* (7) Prepare and submit grants based on program and need.
* (8) Exercise proactive leadership in promoting the vision and mission of the District.
* (9) Demonstrate initiative and a proactive orientation to recognizing and resolving issues, concerns, or problems.
* (10) Demonstrate initiative in recognizing and resolving needs or problems.

Facilitation
* (11) Coordinate efforts of all departments, agencies and personnel.
* (12) Involve all levels of personnel in the development, implementation and review of program and services.
* (13) Coordinate District-wide committees for implementation of program.
* (14) Use appropriate interpersonal styles and methods to guide individuals and groups toward task accomplishment.

Continuous Improvement
* (15) Coordinate training for administrators, staff and parents.
* (16) Set high standards and expectations for self and others.
* (17) Provide training to supervisors, site directors and workers in program on service requirements.
* (18) Attend professional conferences to stay abreast of new regulations and program requirements.
* (19) Provide staff and parent in-service to continually update in regard to new programs and requirements.

Technical/Professional Knowledge
* (20) Plan and implement pre-kindergarten centers according to local, state, and federal guidelines.
* (21) Provide direction to staffing, equipping, and implementing new centers.
* (22) Coordinate all program services (dental, nutritional, medical) to provide the most effective program for children.
* (23) Provide technical support to centers and personnel as needed.

Constancy of Purpose
* (24) Advocate the needs of children and families to community.
* (25) Participate in community interagency collaboration efforts.
DIRECTOR OF EARLY CHILDHOOD PROGRAMS (Continued)

* (26) Participate with center advisory committees.
* (27) Exhibit support for the District’s mission, vision, goals, and priorities.
* (28) Serve as a district representative at emergency shelters as determined by the Superintendent.
* (29) Perform other incidental tasks consistent with the goals and objectives of this position.

Managerial
* (30) Identify program locations and secure facilities.
* (31) Develop and monitor annual budget.
* (32) Submit all records and reports required to local, state and federal agencies.
* (33) Monitor all program expenditures for budget compliance.
* (34) Monitor program enrollment to maintain adequate funding.

Decisiveness
* (35) Make and share decisions in a timely manner.
* (36) Respond quickly to emergency situations.
* (37) Address personnel problems promptly and directly.

PHYSICAL REQUIREMENTS:
Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects.

TERMS OF EMPLOYMENT:
Salary and benefits shall be paid consistent with the District’s approved compensation plan.
Length of the work year and hours of employment shall be those established by the District.

EVALUATION:
Performance of this job will be evaluated in accordance with provisions of the Board’s policy on evaluation of personnel.

Job Description Supplement No. 11

*Essential Performance Responsibilities

Board Action ____________________
Approved ____________________
Revised 2/11/13