

POSITION TITLE: Director of Early Childhood Education & School Readiness

QUALIFICATIONS: Postgraduate Professional License with endorsements in Early Childhood Education or Elementary Education and Administration and Supervision (or the ability to acquire licensure within 90 days of the start date). At least ten years in education, with at least five years of leadership and team management experience. Clear track record of results. Bilingual, with proficiency in Spanish is preferred, not required. Possesses a clear instructional vision and high bar for teaching and learning with a disposition for continual learning. Deep understanding of early literacy and standards for kindergarten readiness; experience in early childhood programs a plus, but not required. Ability to plan, prioritize and manage work against outcomes. Ability to develop and execute a strategic plan, including the ability to collect and analyze data, define problems, set measurable goals, identify action plan, monitor progress, draw conclusions and adjust accordingly. Ability to coach, manage, mentor and challenge others to excel, meet high standards of performance and meet student achievement outcomes. Proven ability to increase the effectiveness of division teams through collaboration. Ability to partner with community organizations and child-care partners to develop innovative solutions. Communicates clearly and compellingly with diverse stakeholders in both oral and written forms. Proven ability to anticipate and respond to customer needs in a high-quality and courteous manner. Must be able to establish and maintain effective working relationships with staff, employees, school administration and staff, contract service providers, parents, and community representatives. Must be able to communicate with and work in a cooperative manner with diverse groups on staff in schools, affiliated organizations and the community.

PERFORMANCE EXPECTATIONS: The Director of Early Childhood Education & School Readiness is charged with leading Richmond Public Schools' (RPS) efforts to expand access to high-quality early childhood programming and ensure increased readiness for kindergarten. The Director of Early Childhood and School Readiness will provide division leadership to all aspects of early childhood efforts and partner with local, state and federal agencies to outline a bold vision for the expansion and innovation of early childhood education across the City of Richmond and ensure all students enter school kindergarten-ready. Assesses the current state of early childhood programming within RPS and develops a multi-year plan to expand and ensure high-quality early childhood education for all Richmond families. Leads and supervises all current early childhood program managers, including Head Start, Virginia Preschool Initiative (VPI/VPI+) and RPS Pre-K Centers to ensure maximum enrollment and consistently high-quality programming for students and families. Develops a model of excellence for early childhood education in RPS that incorporates Virginia's Foundation Blocks for Early Learning Standards, leads the change required to ensure fidelity to the model, and organizes early childhood staffing structure to support the identified model. Serves as the primary instructional leader for early childhood education, coaching direct reports and instructional staff to instructional excellence. Collects and analyzes data on a routine basis to monitor progress and make instructional decisions and recommendations. Leads the implementation of a "braiding" approach to use of federal, state and local funds that ensures compliance and quality. Partners with community child-care providers to develop mixed-delivery models, ensuring quality and access for all students. Collaborates with teaching and learning teams across the division to ensure PK-12 alignment. Develops a multi-faceted student enrollment strategy and streamlines the registration process for families. Develops and implements a plan to ensure regular, high-quality communication and customer service to families and community partners in service of early childhood education goals. Takes initiative and

proactively identifies opportunities to strengthen ~~ones~~ the early childhood team and organization. Works well in a fast-paced environment; demonstrates flexibility, adaptability, and commitment to ensure every student's college, career and civic readiness. Models professionalism, engages in reflection, self-led continuous improvement, seeks out feedback and provides constructive feedback to colleagues. Performs other related duties as assigned.

GENERAL DEFINITION AND CONDITIONS OF WORK: Performs executive level leadership in an office environment. Work requires travel to school sites during the day, frequent standing, sitting, light lifting up to 10 pounds, walking, vocal communication for expressing or exchanging ideas, hearing to perceive information at normal spoken word levels, and visual acuity for preparing and analyzing written or computer data. Some evening and weekend commitments are also required.

REPORTS TO: Chief Academic Officer