

**TITLE: Director of Early Childhood**

**QUALIFICATIONS:** To perform this job successfully, an individual must be able to perform each essential duty mentioned satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

1. Graduate degree in Educational Leadership. A minimum of a New Jersey Principal Certificate of Eligibility plus 5 years related experience and/or training, and 5 years related administrative experience, or equivalent combination of education and experience.
2. Directly supervises Project Before and Little Stars faculty and staff. Carries out supervisory responsibilities in accordance with the district's policies and applicable state laws and policies.
3. Responsibilities include interviewing, hiring and training employees; planning, assigning and directing work; appraising performance, addressing complaints and resolving problems.
4. Ability to write reports, correspondence, and policy/procedure manuals; Ability to effectively present information and respond to questions from parents, faculty and staff, administration, and the general public.
5. Ability to define problems, collect data, establish facts, and draw valid conclusions.
6. Under administrative direction, setting up own standard of performance. Virtually self-supervising. Reports to the Director of Special Services and/or the Superintendent of Schools.
7. Considerable responsibility with regard to general assignments in planning time, method, manner, and/or sequence of performance of own work, in addition, the organization and delegation of work operations for a division of employees engaged in widely diversified activities.
8. Intense mental demand. Operations requiring sustained directed thinking to analyze, solve, or plan highly variable, administrative, professional, or technical tasks involving complex problems or mechanisms.

**REPORTS TO:** Superintendent and Director of Special Services

**GENERAL FUNCTION:** To provide general oversight to the Project Before and Little Stars Early Childhood Services programs. Provides supervision of the Project Before program, Little Stars program and Support Staff for each of those programs.

**PERFORMANCE RESPONSIBILITIES:**

1. Provide Instructional Leadership: Monitor and support instructional activities; provide curriculum materials that are developmentally appropriate and provide resources for theme-related lesson plans.

2. **Professional Responsibilities:** Maintain a professional appearance and promote the appropriate image and reputation; provide general direction and oversight to all programs under Early Childhood Services. Have professional communication, problem identification and resolution with staff and parents; remain calm while dealing with crisis situations; attend and participate in yearly professional development and meet program attendance requirements; work scheduled hours and additional hours as needed.
3. **Administration:** Manage staff; make decisions regarding Early Childhood Services Policies and Procedures; work to increase and maintain enrollment; develop and maintain annual budget for Early Childhood Services; ensure that proper paperwork is completed on a timely basis; monitor and maintain confidentiality rules and regulations.
4. **Communication:** Show respect for staff, encourage respectful interactions and support staff by recognizing their early childhood education competencies. Communicate the vision of the Early Childhood Services program to all stakeholders; be an active listener; maintain cooperative professional relationships; provide opportunities for two way communication between school and community, and district office and school.
5. **Interactions with Staff:** Conduct routine site visits for all programs; ensure that staff maintains clean, sanitary, and organized classroom areas, and equipment and that classrooms are arranged for optimum efficiency/usage. Encourage, train and mentor staff to be professional; look for opportunities to build relationships; train staff to meet minimum licensing standards; administer program policies and procedures and requirements for Project Before and Little Stars and ensure quality approval status.
6. **Recruitment and Staffing:** Conduct interviews; perform reference checks for potential employees; oversee placement of new staff; and ensure that staff are provided new hire orientation and site training.
7. **Staff Development and Performance Evaluation:** Assist staff with compiling a professional development plan to meet state and district requirements and provide review of plan status throughout the year. Provide input for evaluation of staff's performance and ensure all staff evaluations are completed.
8. **Monitor Daily Activities and Environment:** Monitors environment for cleanliness, organization and safety; observes staff, class activities and schedules; monitor playground supervision, facilities and equipment; check children for abuse/neglect and report to superintendent, child protective services, and law enforcement. Ensures that records for accidents/incidents, medications and immunizations are maintained and provide administration and follow-up for these issues and for ill children. Should ensure that bathroom breaks and hand washing are always supervised, that accurate student counts and staff/ratios are maintained at all times, and that each child leaves with parent or authorized person.
9. **Interaction with Parents and Others:** Communicate with and provide effective feedback to parents and other adults; work to build positive relationships with supervisors, parents and staff; Ensure that teachers/supervisors handle discipline promptly as outlined in the parent handbook and communicate with parents on each child's progress and discipline; Communicate with central office personnel on an as needed basis; ensure that staff post necessary information for parents; maintain communication with parents and any agencies which provide assistance to parents, making referrals as needed; and promote teamwork and work as part of a team with concern for the entire program.

10. Reporting Relationship and Other Duties: Follow the chain of command, support administrative decisions, and be open to new ideas. Accept responsibility for job related tasks and performs other duties which may be necessary to the best interest of the program and as may be required or assigned by a supervisor.
11. Oversight. Activities covered by expansive policies and objectives, and oversight as to execution and review. High order of analytical, interpretative, and constructive thinking in varied situations covering multiple areas of the organization.
12. Regular contacts with parents where the contacts are initiated by the Director. Involves both furnishing and obtaining information and, also, attempting to influence the decisions of those persons contacted.
13. Contacts with other departments or offices and also frequently with individuals in middle level positions; consulting on problems which necessitate judgment and tact in presentation to obtain cooperation or approval of action to be taken. Frequent contact with senior level internal administrators.
14. Basic: Alphanumeric Data Entry, Contact Management, Presentation/PowerPoint, Spreadsheet, Word Processing/Typing.
15. Perform any other related duties as required or assigned by the superintendent.

**REQUIRED CERTIFICATES, LICENSES, REGISTRATIONS**

Master's degree or better in Educational Leadership. Minimum of a Principal CE or CEAS

**ADDITIONAL INFORMATION**

Enjoyment of educating young children, good mental and physical health, respect for diverse cultural backgrounds, willingness to complete training and educational requirements, and willingness to undergo background checks required by law.

**Date Prepared:** June 2, 2019  
**Date Revised:** N/A