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## COMPTON UNIFIED SCHOOL DISTRICT

*501 S. Santa Fe Ave. Compton, CA 90221*

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TITLE: Instructional Support Administrator – Early Childhood Education  
REPORT TO: Administrator  
DEPARTMENT: Early Childhood Education (ECE)  
CLASSIFICATION: Management  
FLSA: Exempt  
WORK YEAR: Twelve (12) months/195 work days  
SALARY: Schedule P, Rage 1

### **I. DESCRIPTION OF POSITION**

Under the supervision of the Administrator of Early Childhood Education (ECE) Program, the Instructional Support Administrator is responsible for the implementation and operational requirements of the Early Childhood Educational Programs; organizing, planning, and monitoring curriculum, assessments, training and staff development; coaching and mentoring staff in achieving effective pedagogy promoting the implementation of best practices. Other related activities including teaching will be performed on an as needed basis.

### **II. MAJOR DUTIES AND RESPONSIBILITIES**

- A. Assist with the operation, of the ECE program in accordance with state, federal and district laws, regulations, policies and procedures
- B. Responsible for the implementation of the educational program in assigned school sites
- C. Conducts classroom visits for the purpose of observing, coaching and mentoring classroom teachers on early childhood best teaching practices
- D. Assists in the development and delivery of in-service trainings and orientation for teaching staff
- E. Assist with all program assessments, data analysis and reports
- F. Participate in the planning development and management of the budget
- G. Recommends purchases of instructional materials and teaching aides such as books, visuals, charts and appropriate teacher resources
- H. Supervises and evaluates staff assigned ECE staff
- I. Coordinates the operation of the ECE program with that of the host school through liaison with the school principal
- J. Meets with parents regarding the growth, development and adjustment of their children
- K. Interprets the ECE program for parents, staff and the community
- L. Develops and directs articulation programs for parents and children when pre-school children are ready for school entrance
- M. Teaches groups of children and as serve as substitute when needed
- N. Follows a planned professional growth program, participates actively in local, state and national professional education, early childhood education and administrator associations, and studies local, state and national guidelines for effective early childhood instruction
- O. Performs other duties as may be assigned

### **III. EDUCATION AND EXPERIENCE**

- A. Possession of a valid California Administrative Service Credential
- B. Possession of a California child development teaching permit, master teacher permit, site supervisor permit, or

program director permit.

- C. Master’s Degree from an accredited institution of higher learning preferably in curriculum, early childhood education, administration or a closely related field
- D. Three or more years of recent successful child development and/or pre-school full time teaching experience
- E. Current Infant CPR/First Aid Certificate, to be renewed as required to stay current
- F. Valid California Driver’s License
- G. Bilingual ability desirable

#### IV. KNOWLEDGE, SKILLS AND ABILITIES

*Knowledge of:*

- A. Principles, practices, trends, goals and objectives of early childhood education
- B. Philosophical, educational, fiscal and legal aspects affecting early childhood education programs
- C. Organization, management, planning and evaluation strategies, techniques and procedures
- D. Research and development strategies, processes and techniques
- E. District organization, operations, policies and objectives
- F. Current applicable laws, regulations, codes, policies and procedures
- G. Interpersonal skills, conflict resolution strategies and procedures and team management building methods and techniques

*Ability to:*

- A. Demonstrate leadership qualities and utilize motivational techniques and strategies in the operation of an ECE program
- B. Evaluate and analyze complex problems, issues and concerns, recommend appropriate alternative solutions and make effective and timely decisions
- C. Establish and maintain cooperative organizational, public and educational community relationships
- D. Interpret, apply and explain rules, regulations, policies and procedures
- E. Analyze situations accurately and adopt an effective course of action
- F. Prepare comprehensive narrative and statistical reports
- G. Supervise the performance of assigned staff
- H. Demonstrate effective communication skills both orally and in writing
- I. Use computer applications including work-processing, presentation, and data base software programs

#### V. WORKING CONDITIONS

Environment:

School sites

Physical abilities:

Hearing and speaking to exchange information and make presentations

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