



SAN JUAN UNIFIED SCHOOL DISTRICT

POSITION CODE: 437
MANAGEMENT GROUP
RANGE 14
Page 1 of 2

POSITION TITLE: ECE Administrator

DEFINITION: Under the direction of Director, Early Childhood, assists in administration of child development programs. Coordinates cross-program activity, compliance, licensing and staff development.

DIRECTLY RESPONSIBLE TO:

Director, Early Childhood Education

SUPERVISION OVER:

Certificated and classified personnel as assigned.

DUTIES AND RESPONSIBILITIES: (Responsibilities will include, but not be limited to):

1. Assists in the planning, administration and supervision of all child development programs.
2. Monitors all attendance records and financial accounts to ensure fiscal accountability.
3. Assists director with budget development.
4. Develops, coordinates and implements orientation and in-service training for staff and volunteers.
5. Conducts classroom observations and conferences and makes recommendations for more effective instruction.
6. Assists in the recruitment, interviewing and recommends for employment certificated and classified personnel.
7. Supervise and evaluates certificated and classified personnel.
8. Develops and implements curriculum.
9. Responsible for meeting licensing and compliance requirements.
10. Responsible for preparation and submission of district State and Federal reports.
11. Serves as liaison to schools, district and State regarding planning implementation and evaluation activities.
12. Coordinates public relations with community, staff and district in awareness of the child development programs.

ECE Administrator

Page 2 of 2

13. Plans, coordinates and conducts staff meetings for each program.
14. Researches availability of grant funds and prepares proposals.
15. Assists director with personnel procedures.
16. Coordinates advisory committees.
17. Performs other duties as assigned.

QUALIFICATIONS:

Training, Education and Experience: Must possess an administrative credential and have experience in working with child development programs which includes familiarity with curriculum, compliance and licensing requirements.

Knowledge and Skills: Awareness of related Education Code requirements; knowledge and skills in the administration of child development programs; skill in communication, both oral and written; skill in interpersonal communications with students, parents, staff and administration.

Physical Characteristics: (Consideration will be given to reasonable accommodation) *Sufficient vision to read printed materials; *sufficient hearing to conduct in person and telephone conversations; *sufficient physical mobility to move about the district and drive a car; *ability to speak in an understandable voice with sufficient volume to be heard in normal conversational distance, on the telephone, and in addressing groups; physical mental and emotional stamina to endure long hours under sometimes stressful conditions.

Other Characteristics: Possession of a valid California drivers license; willing to work additional hours periodically; willing to travel locally.

Approved by Personnel Division

Adopted by Board: 8/1/4/84

Revision Adopted by Board: 05/26/93

Revision by Human Resources Division: 4/23/98