

JOB TITLE: DIRECTOR OF EARLY CHILDHOOD EDUCATION

REPORTS TO: Superintendent of Schools

SUPERVISES: Students and staff assigned to the Early Childhood, Preschool Programs

NATURE AND SCOPE OF JOB:

Supervises the development, organization, implementation, coordination, and evaluation of the Early Childhood and Preschool instructional programs to ensure that all students will meet or exceed the New Jersey Student Learning Standards. Achieving excellence requires that the Director of Early Childhood Education works collaboratively to lead and nurture members of the staff, and communicates effectively with parents, members of the community, and colleagues in other districts.

QUALIFICATIONS:

The Director of Early Childhood Education shall:

1. Hold a New Jersey School Administrator certificate (6A:9B-12.4)
2. Hold a minimum of a Master's Degree from an accredited college or university.
3. Have at least three (3) years of excellent administrative experience, excellent experience in teaching and/or educational services.
4. Demonstrate excellent leadership organizational skills and the ability to motivate people.
5. Have excellent integrity and demonstrate good moral character and initiative.
6. Demonstrate knowledge and understanding of early childhood education, curriculum development and program evaluation, child growth and development, effective instructional strategies, classroom management, learning assessment and diagnosis, and research related to learning of young children.
7. Exhibit a personality that demonstrates enthusiasm and interpersonal skills to relate well with students, staff, administration, parents, and the community.
8. Demonstrate the ability to communicate effectively in English, both orally and in writing, using proper grammar and vocabulary.
9. Demonstrate the ability to use computers for word processing, data management, and telecommunications.
10. Provide proof of U. S. citizenship or legal resident alien status by completing Federal Form I-9 in compliance with the Immigration Reform and Control Act of 1986.
11. Provide evidence that a criminal record history check has been conducted and clearance has been given by the Department of Education. During the initial six-month period provide a sworn statement that there have not been any convictions of a crime or a disorderly person's offense in accordance with 18A:6-7.1.
12. Provide evidence that health is adequate to fulfill the job functions and responsibilities with reasonable accommodation pursuant to 42 U.S.C. 12101 and in accordance with N.J.A.C. 6:3-4A.4.
13. Meet such alternatives to the above qualifications as the Superintendent may deem appropriate, acceptable and legal.

VERIFICATION OF COMPETENCY:

1. District application and resume.
2. Required documentation outlined in the qualifications above.
3. A minimum of three references from former employers, teachers, professors or other professional sources, or copies of recent evaluations of teaching and/or administrative performance Official College Transcripts.
4. Employment interview.

EMPLOYMENT TERMS:

The Director of Early Childhood Education shall be employed in the following terms:

1. Work year of twelve (12) months.
2. Salary, benefits, and leave time as specified in the Collective Bargaining Agreement.
3. Conditions established by all Laws and Codes of the State, and all Policies, Rules, and Regulations established by the Board of Education (N.J.S.A. 18A:27-4 et seq.).

JOB FUNCTIONS AND RESPONSIBILITIES:

The Director of Early Childhood Education shall:

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 to 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 of Schools.

EVALUATION:

The Superintendent of Schools shall evaluate the Director of Early Childhood Education in accordance with district policies.

Approval Date: 9/28/20