

BUENA PARK SCHOOL DISTRICT

ADMINISTRATOR EARLY AND EXPANDED LEARNING

DEFINITION

Under direction of the Chief Academic Officer, leads the planning, organizing, and monitoring of the district's Early and Expanded Learning programs, which include but are not limited to: school readiness, state funded preschool programs, state funded after school programs, and fee-based before/after school programs. Plans, organizes, coordinates, and implements early and expanded learning program design and delivery systems, curriculum and instruction, and activities to ensure high quality learning opportunities for Early and Expanded Learning participants. Articulates and supports child development principles within Preschool through 8th grade programs. Perform all related functions as required.

EXAMPLES OF DUTIES

Maintains and ensures implementation of federal and state regulations, the Orange County Children and Families Commission regulations, and District policies and procedures pertaining to the District Early Learning Programs: Plan, monitor, and coordinate the business operation of the Early and Expanded Learning programs in accordance with district policies and procedures; Coordinate effective use of curriculum materials, instructional supplies, equipment, building facilities, and school grounds; Provide leadership and assistance to schools in planning, implementing, and improving the learning continuum of early learning and expanded learning programs; Coordinate, implement, and provide support to the state funded preschools, state funded expanded learning programs, fee based before and after school programs, and all other child development programs; Monitor program, staff, and procedure compliance; Provide support for the District's Transitional Kindergarten program and teachers; Articulate and support child development principles in preschool to 8th grades; Develop personnel recruitment plans to hire quality staff for all programs; Gather required data, prepare accurate reports, and monitor program compliance with all applicable regulations; Coordinate and attend activities of related meetings and events as identified; Create communication and sharing networks throughout the department, district, community, and related fields as beneficial to the successful operation of department programs; Develop approaches to inform District staff of the Early Learning Program's goals and progress and coordinate training opportunities that promote high quality Early Learning Programs. Collaborate with the County Office and the Orange County Superintendent of Schools to develop, and revise as necessary, a Work Plan which shall include the identification of major activities, timelines, and deliverables due to the Orange County Children and Families Commission for the implementation and evaluation of the School Readiness Initiative. Fulfill activities and submit deliverables by the timeline established by the Work Plan. Complete federal and state reporting forms and Governing Board reports. Assist in the development of the budgets for related programs.

QUALIFICATIONS

Knowledge of:

- Principles, methods and techniques for coordination of child development programs;
- Laws, regulations, codes, policies and procedures applicable to early learning programs; Instructional methods to educate young children;
- Preschool Regulations - California Title 22 and Title 5 State Licensing Requirements
- State of California preschool learning foundations, school readiness policy and early intervention programs; and quality standards for expanded learning
- Program quality criteria, assessment processes and curriculum development;
- Health, safety and nutrition regulations for preschool, elementary and middle school age children;

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- Principles and practices of administration, supervision and training;
- Budget preparation and control;
- Oral and written communication principles and practices;
- Cultural diversity issues within the community;
- English usage, spelling, grammar, and punctuation;
- Modern office practices, procedures, terms and equipment including proficient knowledge of Google, Microsoft Office word processing, spreadsheet, presentation, database, email and internet computer applications;
- Early childhood education theory, kindergarten standards, developmentally appropriate practices, teaching strategies for English language learners, with a strong emphasis in language literacy development, and a working knowledge of the kindergarten through grade 12 educational system and children with special needs.
- Organization, management, planning, and evaluation strategies, techniques, and procedures.
- Curriculum and instruction design and delivery systems.
- Human relationships, conflict resolution strategies and procedures, and team management building methods and techniques.
- Organization and delivery of staff development.

Ability to:

- Independently manage multiple projects with demonstrated ability to complete tasks within established timeframes;
- Plan, organize, implement, and administer the Early and Expanded Learning Programs of the District;
- Develop and monitor systems to enroll children, document attendance, collect fees, and maintain various required records.
- Interpret, apply and explain rules, regulations, policies and procedures;
- Analyze situations accurately and adopt an effective course of action;
- Prepare comprehensive narrative and statistical reports;
- Supervise and evaluate the performance of assigned staff;
- Establish and maintain effective interpersonal relationships and effectively communicate using tact, patience and courtesy in a manner that reflects positively on the District;
- Understand, be sensitive to and respect the diverse academic, socioeconomic, ethnic, religious, and cultural backgrounds, disabilities and sexual orientation of students, parents, teachers, administration and staff.
- Plan and implement the budgets for these programs.
- Plan, implement, and facilitate in-service training programs to meet the needs of District staff and parents in these related areas.
- Develop and submit proposals for grants.
- Monitor grants.
- Design and implement curricular programs.
- Communicate effectively in oral and written forms.
- Utilize technology to increase effectiveness of the program.
- Serve as a resource to site and District personnel, students, parents, and others in these areas.
- Perform essential functions of the job with or without reasonable accommodation.

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- Speak, read, and write in Spanish desired.

EXPERIENCE

Five years of progressively responsible experience in administration and/or program services with program management, supervisory, and early education administration.

EDUCATION

Bachelor's Degree in Early Childhood Education, Child Development, or related field. Master's Degree in Early Childhood Education, Child Development, or related field desired.

CERTIFICATION REQUIREMENT

- Possession of a valid California credential authorizing service as an administrator.
- Possession of a valid California credential authorizing service as an elementary teacher or Child Development Program Director Permit.

LICENSE REQUIREMENT

Possession of a valid California driver license.

CONDITION OF EMPLOYMENT

Insurability by the District's liability insurance carrier.

209 Day Calendar