



Romoland School District

JOB DESCRIPTION

DIRECTOR OF EARLY CHILDHOOD EDUCATION PROGRAMS

SUMMARY

Under the direction of the Assistant Superintendent, Educational Support Services, the Director is responsible for the overall coordination of the Head Start and State Preschool Programs.

REPRESENTATIVE DUTIES

- Carries out all Head Start / State Preschool Performance Standards.
- Directs and manages the overall program activities of the Head Start, State Preschool and other Early Child Development programs district-wide.
- Supervises, evaluates, and provides for staff development of assigned staff.
- Monitors classroom activities, curriculum/daily lesson plans, and schedules.
- Conducts regular staff meetings.
- Disseminates Federal and State program information to staff.
- Develops and administers the Federal and State budget and contracts.
- Keeps the Assistant Superintendent informed and up to date on all phases of the preschool programs.
- Responsible for helping to keep the program in compliance with State and Federal guidelines.
- Directly responsible for parent involvement, coordination of parent activities.
- Plans and implements a parent education program.
- Meets regularly with parents to coordinate activities for the centers to ensure that parents are involved in planning and decision making for the programs.
- Serves as a representative of the Head Start Preschool Program and liaison with public and community organizations
- Attends Head Start Parent Policy Committee meetings and School Board meetings on a regular basis to ensure federal compliance in Shared Governance with the Head Start Performance Standards.
- Serves as a liaison between Governing Body and the Parent Policy Committee.
- Attends Directors' meetings.
- Performs other related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

- Thorough knowledge of effective administrative principles, practices, and techniques.
- Thorough working knowledge of early childhood curriculum development and instructional strategies/techniques; knowledge of Head Start Preschool program.

Ability to:

- Work effectively with a wide variety of parents from low-income and diverse backgrounds;
- Organize and implement effective staff development program;
- Serve as an effective role model.
- Establish and maintain cooperative relationships with staff, parents, and community members.
- Communicate effectively orally and in writing; ability to speak and write Spanish preferred.

BASIC REQUIREMENTS

Education:

- A Bachelor's Degree from an accredited college/university in Early Childhood Education, Psychology, or other related field required.

Credential Certification:

- Possession of or ability to obtain prior to employment a valid California Teaching Credential appropriate for public school education (Pre-K through 12) OR
- Possession of or ability to obtain prior to employment a valid California Child Development Program Director Permit or other credential authorizing supervision of child development programs.

Experience:

- Two (2) years of successful teaching experience with at least one (1) year in preschool education AND
- At least two (2) years of successful supervisory/administrative experience which would demonstrate utilization of required skills, knowledge, and abilities in performing described duties and responsibilities required.
- Experience with poverty populations highly desirable

Licenses/Certificates:

- Class C California Driver's License, current DMV printout and proof of automobile liability insurance.
- First Aid Certificate including Infant and Child CPR Certificate.
- Physician's statement of health.
- Proof of clearance of TB.
- Fingerprint clearance by CA Dept. of Justice is required upon employment.

PHYSICAL DEMANDS AND WORKING CONDITIONS

- Visual ability to read handwritten or typed documents, and the display screen of various office equipment and machines. *E*
- Vision which allows accurate observation from a distance. *E*
- Able to conduct verbal conversation. *E*
- Able to hear normal range verbal conversation (approximately 60 decibels). *E*
- Able to sit, stand, stoop, kneel, bend and walk.
- Able to sit for sustained periods of time.
- Able to kneel or squat for extended periods of time.
- Able to climb slopes, stairs, steps, ramps and ladders.
- Able to lift up to 35 lbs. frequently, and 50 lbs. occasionally.
- Able to carry up to 35 lbs. frequently, and 50 lbs. occasionally. *E*
- Able to push and pull objects weighing up to 35 lbs.
- Able to exhibit full range of motion for shoulder external rotation and internal rotation.
- Able to exhibit full range of motion for shoulder abduction and adduction.
- Able to exhibit full range of motion for elbow flexion and extension.
- Able to exhibit full range of motion for shoulder extension and flexion.
- Able to exhibit full range of motion for back lateral flexion.
- Able to exhibit full range of motion for hip flexion and extension.
- Able to exhibit full range of motion for knee flexion.
- Able to demonstrate manual dexterity necessary to operate classroom equipment in a safe and efficient manner. *E*

While the ideal candidate will possess all these abilities, duties assigned can be modified to accommodate some physical restrictions. Essential physical requirements, which the candidate must possess, are indicated with an “*E*”.

This organization complies with the following policies and practices:

- This organization prohibits unlawful discrimination against and/or harassment of District employees and job applicants on the basis of actual or perceived race, color, national origin, ancestry, religious creed, age, marital status, pregnancy, physical or mental disability, medical condition, veteran status, gender, or sexual orientation, at any district site and/or activity. Minority and bilingual persons are encouraged to apply.
- This organization complies with the Americans with Disabilities Act. Persons who may need some accommodation in the hiring process should contact the personnel office.
- This organization is a drug and tobacco free workplace.
- Candidates shall be required to submit proof of U.S. Citizenship or legal U.S. residence if hired.