

## **ONTARIO-MONTCLAIR SCHOOL DISTRICT**

### **DIRECTOR OF EARLY INTERVENTION, PRESCHOOL, AND FAMILY/COMMUNITY ENGAGEMENT**

#### **DEFINITION**

Under the supervision of the Assistant Superintendent of Special Education Local Plan Area & Equity, the Director of Early Intervention, Preschool, and Family/Community Engagement will lead district initiatives to improve school readiness and long-term outcomes for children from birth to age five. This role focuses on inclusive education, family engagement, and early intervention services, ensuring high-quality, inclusive learning environments and wraparound services for preschool children, including those with exceptional needs. The Director will also serve as a district liaison with public agencies and community partners, provide direct oversight for the Parent Education Center and align programs to enhance family and community engagement in academic, behavioral, and social-emotional learning.

#### **EXAMPLES OF DUTIES**

1. Designs and implements early intervention services for infants, toddlers, and preschoolers at risk of developmental delays or needing additional supports. Advances programs and resources to enhance the development and school readiness of preschool children with exceptional needs. Leads initiatives to expand inclusive practices, ensuring access to the least restrictive educational environment for all preschoolers.
2. Oversees family engagement strategies to make families active partners in their children's education, offering resources and training on individualized family support plans (IFSPs), individualized education programs (IEPs), and inclusive practices. Collaborates with families, to ensure services are culturally responsive and centered on family needs and preferences.
3. Manages and supports outreach efforts with public agencies and foster partnerships that provide services to families, including but not limited to: attending local community and county meetings to enhance educational opportunities, coordination of district programs, and promoting family and community engagement aligned with cultural responsiveness initiatives.
4. In partnership with schools and community organizations, advances inclusive educational programming and advocates for policies supporting inclusive learning environments in compliance with state and federal regulations.
5. Assists with planning, coordination, and delivers evidence-based professional development for educators and staff, focusing on strategies for serving children with exceptional needs and fostering physical, social, emotional, and academic skills.
6. Manages the coordination of wraparound services for preschoolers, addressing their unique developmental needs through innovative supports and resources.
7. Builds and maintains strong partnerships with community agencies, educators, and families, aligning services with district goals and state priorities.
8. Reviews, researches, prepares, and disseminates information pertaining to trends in family engagement and early intervention services.
9. Monitors and reports on program effectiveness and outcomes, ensuring compliance with Education Code Section 56836.40(c) and sharing progress with district leadership, families, and community partners.

**ABILITY TO**

1. Prepare and deliver oral presentations, communicate effectively both orally and in writing.
2. Establish and maintain cooperative and effective working relationships with others.
3. Integrate technology in all aspects of duties and assignments.
4. Analyze situations accurately and adopt an effective course of action.
5. Provide transportation to meetings and trainings away from assigned site.
6. Prepare and maintain various records, reports and files, and meet schedules and timelines.
7. Effectively plan parent and community involvement and Parent Educational Center communications.
8. Develop, conduct, and evaluate an effective parent involvement program.
9. Supervise and evaluate staff.
10. Meet schedules and timelines.

**EDUCATION/CREDENTIAL REQUIREMENTS**

Possess a valid California Administrative Credential Valid California Administrative Credential. Master’s degree in Early Childhood Education, Special Education, Educational Leadership, or a related field. Minimum of 5 years of experience in early intervention, inclusive education, or family engagement, with at least 2 years in a leadership role. Expertise in designing and implementing early childhood and family-centered programs.

**DESIRED REQUIREMENTS**

1. Experience developing and delivering professional development to diverse partners in education.
2. Familiarity with IFSP and IEP processes and their implementation in early childhood settings.
3. Proven ability to build partnerships with families and community organizations.
4. Bilingual or multilingual.

**EVALUATION**

- Performance of this job will be evaluated annually.

**LICENSE REQUIREMENT**

- Possession of a valid California Motor Vehicle Operator’s License.

**CONDITION OF EMPLOYMENT**

- Insurability by the District’s liability insurance carrier.

**PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand, walk, and use hands to finger, handle, or feel objects, tools, or controls. The employee is occasionally required to sit and reach with hands and arms. The employee must regularly lift and/or move up to 25 pounds, frequently lift and/or move up to 10 pounds, and occasionally lift and/or move up to 50 pounds. Specific

vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

**WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee occasionally works in outside weather conditions. The noise level in the work environment is usually moderate.

BOARD APPROVED: June 5, 2025