

ONTARIO-MONTCLAIR SCHOOL DISTRICT

PROJECT ADMINISTRATOR, EARLY CHILDHOOD DEVELOPMENT

DEFINITION:

Under the general direction of the Assistant Superintendent of Instructional Services, the Project Administrator, Early Childhood Development will possess specialized in-depth knowledge and experience in leadership in the program and fiscal administration of a variety of Early Education programs including primary responsibilities that encompass compliance and program quality assurance, fiscal management and personnel issues. The Project Administrator will implement a comprehensive early intervention program for the children of Early Childhood Development families.

EXAMPLE OF DUTIES:

- Coordinates the planning, implementation, and evaluation of the Early Childhood Development program; Evaluation includes submission of reports to State and Federal agencies in a timely manner;
- Consults with persons at local schools, school district, county offices of education, institutions of higher education, staff development providers, and other educational services providers to facilitate the development and implementation of the Early Childhood Development program thus promoting the vision, mission, values, and goals of the Ontario-Montclair School District;
- Early Intervention and School Readiness Skills through home based instruction that includes an intergenerational program;
- Researches current accepted and innovative practices relative to early childhood education and interventions programs;
- Plans, coordinates interagency collaborations which involve LEA, staff, parents and community organizations providing early intervention family practices;
- Supervises and evaluates program and staff performance;
- Maintains records in a centralized filing system;
- Assists direct supervisor with the control of expenditures in accordance with budget allocations;
- Monitors and analyzes costs and prepares budget, using computer;
- Performs evaluation of project by utilizing various qualitative and quantitative data collection techniques: numeric records, tests, rating scales, observations;
- Prepares status reports and records on project activities for immediate supervisor;
- Facilitates grant writing with collaborative and participating schools;
- Represents the Ontario-Montclair School District Early Childhood Program at mandated regional and Federal meetings and conferences ;
- Collaborates with other directors and divisions to ensure effective implementation of the district goals;
- Provides direction for the Early Childhood programs based on legal requirements, state mandates and district direction;
- Develops programs incorporating identified needs and monitor program quality assurance including student growth and developmentally appropriate curriculum;

- Provides direction to site and district staff regarding the provision of early education and services;
- Collaborates and coordinate with district departments regarding Early Education programs;
- Participates in the development and recommendation of interagency agreements;
- Continues funding to support programs through compliance with rules and regulations;
- Completes state reports as required;
- Provides input for the development of the Early Education budget and monitor and approve all purchases within the budget;
- Provides leadership and supervision to assigned staff;
- Provides direction and support in the selection and supervision of Early Education staff providing direct services to students;
- Oversees the development and implementation of the staff development program;
- Provides required fiscal statistical monthly and annual reports;
- Determines eligibility of students for all program through yearly enrollment process ;
- Conducts yearly self-study of all grant-funded programs;
- Monitors state requirements for teachers and aides.
- Monitors all budgets for compliance and balance of funding;
- Monitors all programs for compliance and prevent loss of funding.

QUALIFICATIONS:

Knowledge and understanding of:

- Educational reform efforts particularly in the area of curriculum and instructions;
- Legal mandates, policies, regulations, and operational procedures pertaining to early intervention programs;
- The planning, organizing, implementation and evaluation of all facets of Early childhood programs;
- Human relations strategies, conflict resolution strategies, and team building principles and techniques.

Ability to:

- Provide creative and innovative techniques and strategies in program implementation;
- Analyze and assess program needs, and other recommendations pertaining to program activity;
- Coordinate and participate in the evaluation of the Early Childhood Education Program ;
- Communicate effectively in oral and written form;
- Understand and carry out oral and written directions with minimal accountability controls;
- Develop and maintain program budget.

EDUCATION:

Master's Degree from an accredited college or university;

EXPERIENCE:

Minimum of three years of general classroom experience, one of which must have been working with students with at-risk children. Minimum of one year experience working with early childhood development preferred.

CERTIFICATION REQUIREMENT:

Possession of a California Clear Teaching Credential (Pre-School-Adult Education), Administrative Credential or eligibility of Internship Credential;

LICENSE REQUIREMENT:

Possession of a valid California Motor Vehicle Operator's license.

CONDITION OF EMPLOYMENT:

Insurability under the districts 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 pound s, 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 function 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: July 12, 2007