

MANAGEMENT JOB DESCRIPTION

DIRECTOR OF EARLY CHILDHOOD EDUCATION

JOB SUMMARY:

Under the supervision of the Executive Director of Student, Family, and Community Services and Support, assists with the coordination of all programs and services for preschool students enrolled in Early Childhood Education (ECE) programs and preschool-aged students with special education needs.

ESSENTIAL JOB FUNCTIONS:

- Oversees and monitors all services provided to preschool students enrolled in the ECE programs and preschool-aged students with special education needs including Child Find.
- Communicates with District administrators, agencies, organizations, and state and county ECE and Special Education Local Plan Area (SELPA) administrators to coordinate activities and programs, resolve issues and conflicts, and exchange information related to ECE and Early Childhood Special Education laws, policies, and procedures.
- Directs development and preparation of budgets for ECE programs, analyzes and reviews budget and financial data, controls and authorizes expenditures in accordance with established policies, directs the implementation of a financial plan and process for funding support services, and facilitates budget planning.
- Directs the preparation of statistical and narrative reports to ensure reporting requirements are met for state and federal agencies.
- Plans and coordinates professional development based on current research in curriculum, instruction, and assessment.
- Ensures compliance with federal and state guidelines and laws including Individuals with Disabilities Education Improvement Act, No Child Left Behind, California State Preschool Program Title 5 guidelines, Department of Health and Human Services guidelines, Community Care Licensing regulations, and those of other funding sources such as grants and specially funded projects.
- Establishes and monitors a supervisory accountability structure for ECE and special education classroom certificated and classified staff.
- Makes recommendations regarding staffing needs for ECE programs and assists in recruitment efforts.
- Implements an accountability system in the ECE programs aligning instruction with the California Preschool Learning Foundations, using the Desired Results assessment system(s) in addition to those determined by ECE funding streams.
- Collaborates with site administrators to ensure quality of classroom instruction by monitoring and conducting regular observations and walkthroughs.
- Establishes and fosters an adult learning environment by maximizing collaboration and adult learning to improve instruction.
- Coordinates a comprehensive, multifaceted parental involvement program.

- Participates in professional activities, conferences, and research to keep abreast of early childhood general and special education developments on the state and national levels.

- Actively promotes communication with the community and District staff regarding programs and services for preschool-aged children.
- Establishes linkages with governmental, regional, and community agencies to enhance preschool services.
- Performs other duties as assigned.

ESSENTIAL JOB REQUIREMENTS - QUALIFICATIONS:

- **Credentials**
Standard Elementary, Multiple Subject, CLAD, Specialist Credentials (e.g. Ryan), Tier 1 Administrative Credential.
- **Education**
Master's Degree required.
- **Minimum Qualifications**
A minimum of five years of progressively responsible experience in an administrative role including budget management and supervisory experience. Knowledge of legal issues and requirements related to special education, the California State Preschool Program (SCPP), Department of Health and Human Services, and Community Care Licensing. Strong instructional background with experience in staff development and early literacy training. Knowledge of developmentally appropriate curricular and instructional needs of young children. Knowledge of preschool and elementary special education and ECE programs and services. Successful experience in working with parents of young children and collaboration with community agencies.
- **Personal Qualities**
Capacity to manage multiple projects simultaneously in a fast-paced environment, balancing day-to-day operations with special projects. Possession of problem-solving skills and a management style that considers multiple approaches to challenges. Competency in adapting and weaving technology into the management and instructional components of the program. Bilingual in English and Spanish preferred.

Management Salary Schedule: Range A

BOARD APPROVED: 4/10/12

REVISION DATES: