Adams 12 Five Star Schools

Job Description
Prepared/Revised: **July 2026**

Job Title:	**Director, Early Childhood Education**	Job Code:	**060508**
Job Family:	**Certified**	FLSA Status:	**Exempt**
Pay Program:	**Administrative**	Pay Level:	**L19**
Typical Work Year:	**12 months**		

SUMMARY: Serves as part of the Learning Services team in Adams 12 Five Star School District whose primary responsibilities are to: support schools; lead a comprehensive vision for teaching and learning; model the way regarding best practices. Responsible for providing vision, instructional leadership, and management for the District's Early Childhood Education (ECE) department and its implementation of a Universal Preschool Program. Leads, monitors, and engages in cross-functional collaboration across Learning Services to ensure implementation and alignment in the articulation of Colorado Academic Standards and a guaranteed and viable curriculum for preschool classrooms. Works closely with senior leadership within the Student Support Services department in the development and implementation of an inclusive continuum of services for preschool students. Creates and implements structures for collaboration, capacity building, and partnership with principals and ECE staff to support the implementation of a guaranteed and viable curriculum, and implementation of best practices and developmental guidelines for early childhood education. Responsible for ensuring district-wide compliance around federal, state, and Superintendent and Board of Education policies, including those outlined by the Colorado Department of Early Childhood.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Job Tasks Descriptions	Frequency	% of Time
1. Lead the development and implementation of a standards-aligned, student-focused guaranteed and viable curriculum and instructional priorities for Early Childhood Education. Regularly and effectively monitor the effectiveness of programming for preschool students and provide data and guidance to the Chief Academic Officer	D	15%
2. Establish and monitor a supervisory accountability structure for general education staff, both certified and classified, and (ECE) central office staff. Oversee and authorize the hiring of all general education (ECE) staff as determined by need and budget.	D	15%
3. Collaborate and partner with building administrators, coordinators, instructional coaches, and site-based staff to build capacity in the assessment and evaluation of program management and classroom instruction.	D	15%
4. Implement an accountability system through the district preschool curriculum frameworks, aligning instruction with state and district standards, using the district evaluation system, providing expectations to staff, and providing opportunities to analyze student data.	D	15%
5. Establish and foster a rigorous and respectful adult learning environment by maximizing collaboration and adult learning to improve instruction, providing classroom staff with materials, inspiring new and challenging innovations and valuing a sense of community.	D	10%
6. Serves as a member of the Learning Services Leadership Team and assists in setting vision for best practice in early childhood education, including consultation and leadership for best practice in kindergarten classrooms, as part of the early childhood education continuum.	M	10%
7. Develop, implement and monitor yearly full-time equivalent (FTE) allocations and classified staff hours to ensure compliance and equity of resources. Collaborate with Student Support Services to ensure funding is adequate to meet the required needs of students with special education needs.	A	9%
8. Collaborate with Student Support Services department staff to implement a full continuum of services, routed in data, to support the unique needs of all students in an inclusive early childhood setting. Partner with the Executive Director of Special Populations to ensure compliance with federal and state guidelines and laws, licensing regulations, and Results Matter regulations.	D	5%

9. Facilitate communication and collaboration structures across multiple district departments, including Student Support Services, Curriculum and InstructionCulturally and Linguistically Diverse Education, Multi-Tiered Systems of Support, Human Resources, Business Services as well as the Adams 12 Five Star Schools Board of Education, the superintendent and the schools' executive directors. Collaborate and advocate with state and local agencies, including the CDE's Department of Early Childhood Education and the Local Coordinating Organization (LCO) for Adams County School Districts.	W	5%
10. Perform other duties as assigned.	Ongoing	1%
TOTAL		100%

EDUCATION AND RELATED WORK EXPERIENCE:

- Master's degree in education, Early Childhood, and/or Special Education plus additional coursework required for certification or licensure
- Minimum of five (5) years of administrative experience
- Minimum of five (5) years of experience in the field of public education
- Experience in teaching early childhood preferred
- Demonstrated leadership and experience in leading initiatives

LICENSES, REGISTRATIONS or CERTIFICATIONS:

- Criminal background check required for hire.
- Colorado Principal's license preferred. Ability to work toward licensure.
- Must possess or be able to obtain a valid and appropriate Colorado Educator Licenses.

TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:

- Knowledge of legal issues and requirements related to Special Education, the Colorado Universal Preschool program and the Colorado Dept. of Human Services (CDHS).
- Knowledge of Early Childhood Education programs and services.
- Excellent interpersonal relations and oral and written communication skills.
- Demonstrated skills in facilitation, negotiation and conflict resolution.
- Demonstrated skills in data collection and analysis, project planning and evaluation.
- Demonstrated skills in working with district staff, parents and students on issues related to planning, discipline and curriculum implementation.
- Knowledge of budgeting and accounting and master agreement/labor relations.
- Ability to promote and follow Board of Education policies, District policies, building and department procedures.
- Ability to engage in effective communication, collaboration, and teamwork with individuals from diverse backgrounds, cultures, and perspectives, while demonstrating respect and appreciation for their differences. Willingness to contribute to cultural diversity for educational enrichment.
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment and report unsafe conditions to the appropriate administrator.
- Ability to stay current with district policy, standards and training in the areas of data quality, data privacy, and cybersecurity with respect to student and staff data, and related information systems.
- Personal computer and keyboarding skills.
- Critical thinking and problem-solving skills.
- Ability to maintain confidentiality in all aspects of the job.
- Ability to manage multiple tasks with frequent interruptions.
- Ability to manage multiple priorities.
- Ability to diffuse and manage volatile and stressful situations.

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

	POSITION TITLE	JOB CODE
Reports to:	Chief Academic Officer	100223

	POSITION TITLE	# of EMPLOYEES	JOB CODE
Direct reports:			
	Administrative Assistant	1	Classified
	Building Support Technician	1	Classified

	Early Childhood Education Coordinator	2	3040

- Responsible for assisting with interviewing, hiring and training employees; assisting with planning, assigning and directing work; assisting with appraising performance; assisting with rewarding, disciplining and terminating employees; and assisting with addressing complaints and resolving problems.

BUDGET AND/OR RESOURCE RESPONSIBILITY:
Responsible for developing, administering and monitoring the (ECE) program budget and the Colorado Preschool Program budget.

PHYSICAL REQUIREMENTS & WORKING CONDITIONS: *The physical demands, work environment factors and mental functions described below 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.*

PHYSICAL ACTIVITIES:	**Amount of Time**			
	None	**Under 1/3**	**1/3 to 2/3**	**Over 2/3**
Stand		X		
Walk		X		
Sit				X
Use hands and fingers to handle and/or feel			X	
Reach with hands and arms		X		
Climb or balance	X			
Stoop, kneel, crouch, or crawl	X			
Talk	X			
Hear	X			
Taste	X			
Smell	X			

WEIGHT and FORCE DEMANDS:	**Amount of Time**			
	None	**Under 1/3**	**1/3 to 2/3**	**Over 2/3**
Up to 10 pounds		X		
Up to 25 pounds	X			
Up to 50 pounds	X			
51 to 100 pounds	X			
More than 100 pounds	X			

MENTAL FUNCTIONS:	**Amount of Time**			
	None	**Under 1/3**	**1/3 to 2/3**	**Over 2/3**
Compare			X	
Analyze			X	
Communicate				X
Copy		X		
Coordinate			X	
Instruct		X		
Compute		X		
Synthesize				X
Evaluate			X	
Interpersonal Skills				X
Compile			X	
Negotiate		X		

WORK ENVIRONMENT:	**Amount of Time**			
	None	**Under 1/3**	**1/3 to 2/3**	**Over 2/3**
Wet or humid conditions (non-weather)	X			
Work near moving mechanical parts	X			
Work in high, precarious places	X			
Fumes or airborne particles	X			
Toxic or caustic chemicals	X			
Outdoor weather conditions	X			
Extreme cold (non-weather)	X			
Extreme heat (non-weather)	X			
Risk of electrical shock	X			

WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Work with explosives	X			
Risk of radiation	X			
Vibration	X			

VISION DEMANDS:	Required
No special vision requirements.	
Close vision (clear vision at 20 inches or less)	X
Distance vision (clear vision at 20 feet or more)	X
Color vision (ability to identify and distinguish colors)	
Peripheral vision	
Depth perception	
Ability to adjust focus	X

NOISE LEVEL:	Exposure Level
Very quiet	
Quiet	
Moderate	X
Loud	
Very Loud	