



Sunnyvale School District
Position Title: Early Childhood Program Manager

Work days/month: 211 Days/ 11 months

Salary: Assistant Principal/Program Manager Salary Schedule
(<https://www.sesd.org/Page/719>)

Basic Functions:

Under the direction of Assistant Superintendent of Teaching and Learning, the Early Childhood Program Manager will plan, organize, coordinate and implement the operations, activities, educational services and support functions of the District's Preschool through Kindergarten inclusive of Transitional Kindergarten programs; participate in the development, implementation, monitoring and evaluation of designated instructional programs and services; provide consultation and technical assistance to faculty, staff and the public concerning assigned instructional area and related programs, services, standards, requirements and procedures; train and evaluate the performance of assigned personnel.

Essential Duties and Responsibilities:

1. Support articulation and collaboration in developmentally appropriate best practices across preschool, Transitional Kindergarten, and Kindergarten programs.
2. Provide educational recommendations verbally and in a written report, and provide additional information as required per education code in a timely manner.
3. Participate in the development of the Individualized Education Program (IEP) for children placed in special education programs or receiving special education services, observe students and programs to help determine needs and identify appropriate placements, and monitor the provision of agreed-upon services.
4. Oversee all state and special education programs to assure compliance with State and Federal regulations, including reports and licensing requirements for State preschool programs.
5. Provide collaborative coaching via co-planning, co-teaching, classroom observations, and specific feedback to teachers and staff with the goal of supporting classroom implementation of research based best instructional practices, curriculum, and assessment for all Early Childhood programs.
6. Assist with the coordination and administration of state, local and district assessments for students with disabilities.
7. Act as a liaison between schools and other community agencies dealing with children, act as administrative designee or district representative in IEP meetings for non-public, inter-district, County Office of Education and state schools; monitor and evaluate the provision of programs and services; safeguard the rights of students and parents and the interest of districts and agencies.
8. Assist with placements, articulation, and transition of state preschool and special education students within, into, and out of district, SELPA-wide, County Office of Education programs and Non-Public Schools.
9. Collect and analyze data to determine the effectiveness of programs and program delivery systems, and identify program needs (i.e. QRIS grant).
10. Coordinate placements, articulation, and transitions of Preschool, Transitional Kindergarten, and Kindergarten age students to the appropriate program for the following academic year.
11. Supervise and evaluate state preschool, special education staff, and other staff members as assigned.
12. Act as a liaison with on-site preschool programs not run by the Sunnyvale School District on-site, including collaboration and quality monitoring.
13. Chair and/or serve as a member of Individualized Educational Program (IEP) team meetings.
14. Assist with the recruitment, interviewing, and hiring of staff.
15. Advise, counsel, and assist administrators and district staff to ensure thorough and complete communication relative to all Early Childhood programs.

16. Attend and/or facilitate various Early Childhood, Department/SELPA staff meetings. 18. Provide staff development to site administrators, teachers, instructional assistants, and other staff members when assigned.
17. Attend or designate staff to attend Early Start Transition Meetings.
18. Work with fiscal services to ensure optimal funding of early childhood programs and management of grants and budgets.
19. Perform other related responsibilities as assigned.

Working Conditions:

Environment:

1. Primarily office environment; subject to frequent interruptions and ongoing mandated deadlines.
2. Occasionally school site and large group meeting environments, including indoor and outdoor events.
3. Driving a vehicle to conduct work.

Physical Demands:

1. Visual acuity to read a variety of materials in both print and digital formats.
2. Auditory ability to exchange information.
3. Sitting for extended periods.
4. Dexterity of hands and fingers to operate a computer keyboard and other office equipment.
5. Kneeling, bending at the waist, and reaching overhead, above the shoulders, and horizontally, to retrieve and store files and supplies.
6. Lifting, carrying, pushing, or pulling moderately heavy objects, up to 25 pounds.

Qualifications:

Knowledge, Skills and Abilities:

1. Demonstrate leadership skills.
2. Demonstrate knowledge of special education funding sources, constraints, and impact.
3. Build strong, positive professional relationships through clear communication and follow through.
4. Expertise in modification and individualization of curriculum and instruction.
5. Maintain knowledge of regulations, laws, state and federal mandates related to special education.
6. California State Preschool Programs, and student services.
7. Analyze situations; identify options; project consequences for proposed actions, and implement and evaluate recommendations.
8. Communicate effectively orally and in writing.
9. Work independently to produce reports, organize projects, and compile data.
10. Perform independent research.

Education and Experience:

1. Master's Degree (Required).
2. Previous leadership/administrative experience.
3. Successful experience within the field of special education and/or school psychology. Experience with community agencies dealing with children and adolescents with special needs. Possess knowledge in the areas of autism, emotional disturbance, mild-moderate and moderate-severe handicaps.

Licensing and Certification

1. Valid California Early Childhood Special Education and/or General Education Teaching Credential (Required).
2. Valid California Administrative Services Credential (Required).
3. Child Development Program Director Permit.
4. Valid California Driver License.

Evaluation:

Evaluation responsibilities are assigned to the Assistant Superintendent of Teaching and Learning.

The statements contained herein reflect general details as necessary to describe the principle functions of the job, the level of knowledge and skill typically required and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned including work in other functional areas to cover absences or relief, to equalize peak work periods or otherwise balance the workload.