

MANAGEMENT JOB DESCRIPTION

SENIOR DIRECTOR, EARLY CHILDHOOD EDUCATION

JOB SUMMARY:

Under the supervision of the Assistant Superintendent of Instruction, the job of Senior Director, Early Childhood Education is to direct early childhood programs and services; provide information and serve as resource to others; and achieve defined objectives by planning, evaluating, developing, implementing and maintaining services in compliance with established state and federal guidelines, including developing and monitoring budgets.

ESSENTIAL JOB FUNCTIONS:

- Collaborates with internal and external personnel (e.g. staff members, District, state and federal leaders, etc.) for the purpose of coordinating activities and programs, exchanging information, and developing policies and procedures to create, implement and/or maintain services and programs.
- Designs and coordinates professional learning; promotes and models personal commitment to ongoing professional learning.
- Directs Early Childhood Department operations to provide services within established timeframes and in compliance with related requirements.
- Facilitates meetings, workshops, seminars, etc. (e.g. personnel actions, financial procedures, regulatory requirements, actions involving outside agencies, interdistrict needs, etc.) for the purpose of identifying issues, developing recommendations, supporting other staff, and serving as a District representative.
- Monitors budget allocations, expenditures, fund balances, multiyear projections, and related financial activities for the purpose of ensuring that allocations are accurate, revenues are recorded, expenses are within budget limits, and/or fiscal practices are followed.
- Participates in a variety of meetings (e.g. workshops, interdistrict and intradistrict committees, community and public agencies, seminars, conferences, etc.) for the purpose of conveying and gathering information regarding a wide variety of subjects required to carry out administrative responsibilities.
- Performs personnel administrative functions (e.g. interviewing, hiring, evaluating, providing professional development opportunities, supervising, etc.) for the purpose of maintaining adequate staffing, enhancing productivity of personnel and achieving objectives within budget.
- Prepares a wide variety of often complex materials (e.g. plans, budgets, funding requests, reports, analyses, recommendations, procedures, etc.) for the purpose of documenting activities and issues, meeting compliance requirements, providing audit references, making presentations, and/or providing supporting materials for requested actions.
- Researches and reviews related existing and pending legislation for the purpose of interpreting and disseminating legislation, determining implications for the District, and making recommendations to ensure compliance.
- Serves as a resource to District personnel and as a liaison to community agencies for the purpose of explaining procedures, conveying and/or receiving information as needed for the planning, developing, and evaluation of services related to special and general early childhood education and related services.

- Coordinates a comprehensive, multifaceted parental involvement program.
- Responds to inquiries of school staff members and other District personnel, and other professional organizations, etc., for the purpose of providing information and/or direction as may be required.

Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the Early Childhood Education Department and District.

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 supervisory experience and budget management. Knowledge of legal issues and requirements related to the California State Preschool Program (CSPP), special education, 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 early childhood education 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, and 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.