

ELK GROVE UNIFIED SCHOOL DISTRICT

CLASS TITLE: DIRECTOR FOR EARLY CHILDHOOD EDUCATION

BASIC FUNCTION:

Under the direction of the Associate Superintendent for Elementary Education plan, organize, deliver, direct and evaluate the District's Early Childhood Education (ECE) programs; assure compliance with District content standards, the California Standards for the Teaching Profession and the Leadership Standards; assist with the integration of teacher and leadership professional learning and curriculum implementation; oversee the activities and operations of assigned programs; monitor programs to meet local, state and federal mandates; train and supervise the performance of assigned personnel.

ESSENTIAL FUNCTIONS:

Plan, organize, deliver, and evaluate the District's Early Childhood Education programs; integrate compliance with District content standards, the California Standards for the Teaching Profession and the Leadership Standards.

Collaborate with Research and Evaluation and Technology Services in developing professional learning offerings that meet the needs of students based upon multiple measures of student achievement data.

Direct the operation of the Early Childhood Education Office in conjunction with site and district leaders to meet the needs of schools in the delivery of appropriate curriculum and allocation of resources.

Create, coordinate, and assist with the professional learning activities with a focus on early childhood experiences.

Assist with professional learning for the implementation of new curriculum and instructional materials related to early childhood programs.

Direct the preparation and maintenance of a variety of narrative and statistical reports, records and files related to assigned activities and personnel; prepare curriculum reports and submit to the Cabinet and the Board of Education as appropriate.

Manage and implement a District early childhood education program that coordinates the District's Professional Learning goals for teachers, administrators and classified staff.

Monitor programs to ensure compliance with local, state and federal regulations; prepare for and participate in local, state and federal compliance reviews; prepare annual program reports for local, state and federal programs.

Work with parent parents committees and community organizations to coordinate and expand early childhood education services; assure the ongoing participation of parents and community partners in program planning, implementation and evaluation.

Supervise the performance of assigned personnel; interview and select employees and re commend transfers, reassignment, termination and disciplinary actions.

Provide technical expertise, information and assistance to the Associate Superintendent regarding assigned functions; assist in the formulation and development of policies, procedures and programs to assure a safe, efficient and economical work environment.

Operate a computer and assigned software programs; operate other office equipment as assigned.

Develop and prepare the Early Childhood Program's budget; analyze and review budgetary and financial data; prepare related projections as it relates to early childhood program; control and authorize expenditures in accordance with established limitations.

Perform related duties as assigned.

DEMONSTRATED KNOWLEDGE AND ABILITIES:

KNOWELDGE OF:

Planning, organization and direction of the District's Early Childhood Education Programs

State frameworks

Current research and trends in curriculum and professional learning in early childhood education

Principles, techniques, strategies, research and evaluation of an effective early childhood program

Instructional methodologies, strategies and curriculum Standards related to

Assessment practices and instruments

Oral and written communication skills

Public speaking techniques

Curriculum challenge process

District curriculum, District content standards and the California Standards for the Teaching Profession

Budget preparation and control, when necessary

Principles and practices of administration, supervision and training

Applicable laws, codes, regulations, policies and procedures

Interpersonal skills using tact, patience and courtesy

Operation of a computer and assigned software

ABILITY TO:

Plan, organize, administer and evaluate an effective ECE program

Develop and conduct professional learning training sessions for ECE programs

Supervise the performance of assigned personnel

Assure compliance with District content standards, California Standards for the Teaching Profession and the Leadership Standards

Assist with the integration of professional learning and curriculum with ECE

Communicate effectively both orally and in writing

Interpret, apply and explain rules, regulations, policies and procedures

Establish and maintain cooperative and effective working relationships with others

Operate a computer and assigned office equipment

Analyze situations accurately and adopt an effective course of action

EDUCATION AND EXPERIENCE REQUIRED:

Any combination equivalent to: master's degree in curriculum and instruction or related field or the equivalent and five (5) years leadership experience to include the administration of professional learning programs.

LICENSES AND OTHER REQUIREMENTS:

Possess or eligibility for a California General Administration, Standard Administration, Administrative Services, Administrative Internship, or supervision with appropriate basic credentials.

WORKING CONDITIONS:

Office environment
Some travel as needed