

ELK GROVE UNIFIED SCHOOL DISTRICT

CLASS TITLE: PROGRAM ADMINISTRATOR-PRE-KINDERGARTEN

BASIC FUNCTION:

Under the direction of the an assigned supervisor, assist in the planning, implementation and evaluation of assigned State and Federal programs including Head Start, State Preschool, Title I Twilight, and other Pre-Kindergarten programs; maintain current knowledge of State and Federal legislation and regulations affecting early childhood programs; supervise the performance of assigned personnel.

ESSENTIAL FUNCTIONS:

Assist in the planning, implementation and evaluation of assigned State and Federal programs including Head Start, State Preschool, Title I Twilight, and other Pre-Kindergarten programs; provide leadership to Pre-Kindergarten programs in the implementation of differentiated curriculum, standards, instruction, and appropriate assessments to assure children have opportunities to learn and achieve in appropriate environments.

Maintain current knowledge of State and Federal legislation and regulations affecting early childhood programs.

Oversee the day-to-day management of Pre-Kindergarten programs; collaborate with Principals and site staff to meet the needs of staff, children and parents at school sites.

Prepare applications for funding for Head Start, State Preschool and other early childhood programs.

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

Coordinate registration procedures for Head Start, State Preschool, Title I, and other Pre-Kindergarten programs.

Coordinate Head Start Reviews, Program Quality Reviews, and other reports and reviews to include the on-going training of staff, the development and organization of site reviews, on-going communication between reviewers and staff, parental involvement, and the articulation and implementation of recommendations for change as a result of the reviews.

Coordinate professional development activities such as in-services for teachers, instructional assistants, parent leaders and other staff based on annual needs assessments.

Develop the annual Pre-Kindergarten Improvement Plan and monitor its implementation at sites.

Prepare and maintain a variety of narrative and statistical reports, records and files related to assigned activities and personnel; prepare newsletters for preschool staff and parents; develop and present formal status reports and grant applications.

Coordinate and provide guidance to Head Start Policy Committee and Preschool Parent Advisory Committee; assure the on-going participation of parents in program planning, implementation and evaluation.

Communicate with other administrators, personnel and outside organizations to coordinate activities and programs, resolve issues and conflicts and exchange information.

Develop and prepare the budgets for assigned Pre-Kindergarten programs; analyze and review budgetary and financial data; control and authorize expenditures in accordance with established limitations; review and assist with budget requests and approvals to assure equity of resources at assigned sites.

Operate a computer and assigned software programs; operate other office equipment as assigned; drive a vehicle to various school sites to conduct work.

Attend and conduct a variety of meetings as assigned; represent the Office of State and Federal Programs at assigned group meetings and through professional and District committees.

Perform related duties as assigned.

DEMONSTRATED KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Laws, regulations, needs assessment, applications, objectives, goals and compliance of District early child development programs.

Effective programs for special needs students.

California State Frameworks and grade level standards for elementary and curriculum trends.

Budget preparation and control.

Oral and written communication skills.

Principles and practices of administration, supervision and training.

Interpersonal skills using tact, patience and courtesy.

Operation of a computer and assigned software.

Record-keeping techniques.

Diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of District students.

ABILITY TO:

Assist in the planning, implementation and evaluation of assigned State and Federal programs including Head Start, State Preschool, Title I Twilight, and other Pre-Kindergarten programs.

Maintain current knowledge of State and Federal legislation and regulations affecting early childhood programs.

Supervise the performance of assigned personnel.
Develop and present formal status reports and grant applications.
Communicate effectively both orally and in writing.
Work with diverse communities and school groups.
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.
Meet schedules and time lines.
Work independently with little direction.
Plan and organize work.
Prepare comprehensive narrative and statistical reports.
Direct the maintenance of a variety of reports and files related to assigned activities.
Maintain consistent, punctual and regular attendance.
Hear and speak to exchange information and make presentations.
Move hands and fingers to operate a computer keyboard.
See to read a variety of materials.

EDUCATION AND EXPERIENCE REQUIRED:

Any combination equivalent to: master's degree in a related field and three years experience in teaching or social work.

LICENSES AND OTHER REQUIREMENTS:

Valid Administrative Services Credential.
Valid California Class C driver's license.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.
Driving a vehicle to conduct work.