

STOCKTON UNIFIED SCHOOL DISTRICT

DIRECTOR OF EARLY CHILDHOOD EDUCATION/ SCHOOL READINESS

DEFINITION

Plan, organize, control, direct, and provide administrative and instructional leadership for the district's Child Development programs including California State Preschool, Head Start, Transitional Kindergarten, and First 5. Coordinate and evaluate a comprehensive pre-school program for the Stockton Unified School District.

SUPERVISION RECEIVED AND EXERCISED

Receive direction from the Assistant Superintendent, Educational Services and exercise general supervision over certificated and classified assigned personnel staff in these areas.

REPRESENTATIVE DUTIES – *(Incumbents may perform any combination of the essential functions shown below (E) This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principal job elements).*

Integrate the work of the department into the total educational program of the District in an effort to achieve maximum results from the instruction provided. (E)

Direct implementation of local, state and federal programs in related areas; and perform duties as assigned. (E)

Review program, budgets and staffing plans prepared by key staff in each specific area; review plans with external agencies to provide coordinated services; assure conformance with local, state and federal objectives; receive input to the plans.

Establish and implement uniform standards and procedures for organization, clerical practices and performance of functions of the staff assigned to the department.

Provide instructional leadership to staff by visiting and observing programs in action, and conduct regular individual and staff meetings. (E)

Coordinate assigned activities with the District's divisions to develop policies and procedures, which will serve as an integral part of the total educational program for pre-schools.

Provide leadership in the implementation of staff development programs appropriate to the needs of pre-school personnel.

Plan for the continuous evaluation and improvement of the services provided by the pre-school department. Work closely with the research department in evaluating the preschool program. (E)

Represent the Student Support Services Department and District in the areas of pre-school education in its cooperative relationships with community members, community agencies, K-12 level District committees and councils and personnel in other organizational units and office. (E)

Participate in the grant writing process to pursue additional funding sources for the pre-school department and preschool facilities. (E)

Develop and maintain an effective system of communication with and among all pre-school personnel.

Supervise, evaluate the performance of assigned staff; interview and select employees, and plan coordinate, and arrange for appropriate training of assigned staff. (E)

Meet with staff, students and parents regarding concerns that cannot be resolved effectively by the appropriate site staff. (E)

Lead with school improvement initiatives that close student achievement gaps between racial, ethnic, and economic groups by working with all of the diverse communities. (E)

Prepare written reports, handbooks and websites. (E)

Communicate and collaborate with other administrators, personnel, and outside organizations to develop, implement, and coordinate activities and programs, resolve issues and conflicts, and exchange information. (E)

Assume responsibility for all matters pertaining to compliance with staffing and licensing requirements, funding terms and regulations within the department; participate in the planning, design, and remodel of program sites' monitor building and site needs for state preschools. (E)

Perform related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Laws, rules, regulations and judicial decisions affecting the provision of services in all Early Childhood Education program areas; Title 5, Title 22, and Head Start Performance Standards
- Principles of governmental budgeting and expenditure control
- Public information principles and techniques
- Principles of supervision, training and program administration
- Collective bargaining agreements
- Program assessment and evaluation
- Possess oral and written communication skills at a high level

Ability to:

- Plan, organize, develop and coordinate the activities of a broad range of programs
- Analyze program activities and implement procedures which will improve the provision of services
- Ensure that programs and activities are carried out in compliance with state and federal requirements
- Serve as a liaison with a variety of community organizations
- Provide effective training and curricular development for support staff
- Prepare oral and written reports
- Make effective public presentations of program information
- Physical capability sufficient to perform job task

Education and Experience:

- Master of Arts or advanced degree from accredited college or university
- Three (3) years of administrative experience with pre-school programs
- Appropriate administrative and/or supervisory credential

License and Certificate:

- Possession of a valid California driver's license
- Possession of a Preschool Program Director Permit
- First Aid and CPR certificates must be obtained within sixty (60) days from date of hire

WORKING CONDITIONS:

Environment:

- Office and school environments
- Driving an assigned vehicle to conduct work

Physical Demands

- Standing or sit for extended periods of time.
- Reaching overhead, above the shoulders and horizontally
- Reach, grasp, stoop, bend, push, pull to store or retrieve materials.
- Frequently lift or move up to 15 pounds to waist height, up to 250 ft.
- Occasionally lift or move up to 40 pounds to waist height, up to 250 ft., with assistance.
- Dexterity of hand and fingers to operate a computer keyboard.
- Vision sufficient to read small print and computer screens, with or without vision aids.
- Speak clearly and distinctly, sufficient communicate effectively and to converse by telephone.
- Hearing sufficient to use a telephone and to hear discussions and questions during meetings or conferences, with or without hearing aids.
- Drive a vehicle

Salary Placement:

Management Team Salary Schedule

Tier 7, Range 02

12-month work year

Board Approval: 06/14/16

Management re-alignment 03/01/19