

## **Job Description: Director of Early Education**

**Classification:** Certificated Management Employee  
**Salary Level:** Certificated Management Salary Schedule  
**Work Year:** 216 Days

### **Purpose:**

The job of Director of Early Education is done for the purpose/s of directing and supervising all District early childhood programs and services; providing information and serving as a resource to others; achieving defined objectives by planning, evaluating, developing, implementing and maintaining services in compliance with established guidelines; and serving as a member of the District leadership team.

This job is distinguished from similar jobs by the following characteristics: The Director of Early Education is a management level certificated position responsible for the oversight of all preschool and infant/toddler services in the District. The Director is required to have professional training in early education and development and must possess a program director certification according to the California Department of Education Child Development Matrix. This job reports to the Assistant Superintendent of Educational Services.

### **Supervisor:**

Assistant Superintendent, Educational Services

### **Job Requirements: Minimum Qualifications**

#### **Skills, Knowledge and Abilities**

**SKILLS** are required to perform multiple, highly complex, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment including utilizing pertinent software applications; planning and managing projects and programs; overseeing program financial activities; evaluating developmentally appropriate lesson plans and instructional programs; developing effective working relationships; preparing and maintaining accurate records; and administering personnel policies and procedures; and coordinating with other agencies.

**KNOWLEDGE** is required to perform algebra and/or geometry; review and interpret highly technical information, write technical materials, and/or speak persuasively to implement desired actions; and analyze situations to define issues and draw conclusions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: pertinent laws, codes, policies, and/or regulations; personnel processes; standard business practices; teaching strategies; working with families; and stages of child development.

**ABILITY** is required to schedule a number of activities, meetings, and/or events; often gather, collate, and/or classify data; and use job-related equipment. Flexibility is required to independently work with others in a wide variety of circumstances; work with data utilizing defined but different processes; and operate equipment using a variety of standardized methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with data of varied types and/or purposes; and utilize a variety of types of job-related equipment. Independent problem solving is required to analyze issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is limited to moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: establishing and maintaining effective working relationships; meeting deadlines and schedules; setting priorities; working with multiple projects, frequent interruptions, and changing work priorities; working with

detailed information/data and maintaining accurate records; maintaining confidentiality; and facilitating communication between persons with frequently divergent positions.

### **Responsibility**

Responsibilities include: working under limited supervision using standardized practices and/or methods; directing other persons within a department, large work unit, and/or across several small work units; supervising the use of funds. Utilization of resources from other work units is often required to perform the job's functions. There is a continual opportunity to impact the organization's services.

### **Work Environment**

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling, and significant fine finger dexterity. Generally the job requires 40% sitting, 30% walking, 30% standing. This job is performed in a generally clean and healthy environment.

**Experience:** Job related experience within a specialized field.

**Education (Minimum):** Bachelor's degree in a job-related area.

**Education (Preferred):** Masters Degree in job related area.

**Equivalency:** Applicants are required to have a Bachelor's degree with 24 early childhood education (ECE) units or Administrative credential with 12 units of ECE with 3 additional units of supervised field experience or teaching credential with 12 units of ECE with 3 additional units of supervised field experience and 6 units of administration or a Master's Degree in ECE or Child/Human Development.

### **Essential Functions:**

- Collaborate with internal and external personnel (e.g. other administrators, auditors, public agencies, community members, etc.) for the purpose of implementing and/or maintaining services and programs.
- Compile data from a wide variety of sources (e.g. staff, public agencies, etc.) for the purpose of implementing policies and procedures and/or monitoring program components.
- Direct department operations; the maintenance of services and the implementation of new programs and/or processes for the purpose of providing services within established timeframes and in compliance with related requirements.
- Facilitate meetings, workshops, seminars, etc. (e.g. financial procedures, regulatory requirements, community or outside agencies, interdepartmental needs, etc.) for the purpose of identifying issues, developing recommendations, supporting other staff, and serving as a District representative.
- Monitor budget allocations, expenditures, fund balances 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.
- Participate in a variety of meetings (e.g. workshops, inter and intra district 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 their administrative responsibilities.
- Perform personnel administrative functions (e.g. hiring, counseling, training, supervising, evaluating, providing professional development opportunities, etc.) for the purpose of maintaining necessary staffing, enhancing productivity of staff, and ensuring necessary department/program outcomes are achieved.

- Prepare 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.
- Present information on a variety of topics related to administrative responsibilities (e.g. financial information, overviews of programs/services, policies and procedures, etc.) for the purpose of providing general information, training others, implementing actions, etc.
- Research a variety of topics (e.g. grants, community service organizations, etc.) for the purpose of being knowledgeable on trends and changes and/or making recommendations.
- Respond to inquiries of staff, district personnel, other professional organizations, etc. for the purpose of providing information and/or direction as may be required.
- Serve as a resource to district personnel and as a liaison to community agencies (e.g. district committees, interagency boards, state superintendent, etc.) for the purpose of explaining procedures conveying and/or receiving information as needed for the planning, developing and evaluating of services related to child care.
- Manage, implement and report on all local, state, and federal grants and funding resources that are dedicated to early childhood education programs.
- Collaborate with school site principles on planning and preparing preschool aged students (and their families) for the transition to District TK and Kindergarten programs.
- Collaborate with District Special Education leadership staff to ensure that students with special needs are provided with educational experiences that are inclusive and equitable.
- Supervise and evaluate the early childhood education instructional program.

### **Other Functions**

Perform other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.