

SAN DIEGO UNIFIED SCHOOL DISTRICT

POSITION DESCRIPTION

TITLE:	Program Manager, Pre-K Family Literacy	REPORTS TO:	Director, Early Childhood Education
DEPARTMENT:	Early Childhood Education	CLASSIFICATION:	Certificated Management
FLSA:	Exempt	SALARY GRADE:	024 AASD
ISSUED:	September 11, 2007		

BASIC FUNCTION:

Manage and implement the Pre-K Family Literacy contract; plan, organize, and direct the Pre-K Family Literacy program and coordinate with State Pre-K, School Readiness, all early childhood programs within the Department of Early Childhood Education, and K-3 grants at designated sites; supervise assigned personnel. Works under the direct supervision of the Director, Early Childhood Education.

REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below. 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.)

E = Essential Functions

Implement the Pre-K Family Literacy contract; review educational research on effective early childhood and family literacy strategies and approaches; collaborate with principals to provide assistance and feedback on early childhood instruction, parental involvement and family literacy instruction and staff development. **E**

Meet regularly with the Early Childhood Department management and staff to inform them of the implementation of the Pre-K Family Literacy provide research and professional reading materials to support learning; assist with grant writing as necessary. **E**

Coordinates plans and provides professional development models for systematic improvement of family literacy instruction, as well as early childhood instruction, for administrators and teachers in the early childhood and elementary programs. **E**

Participate in the development, review, approval, training and materials for various proposed literacy models at the early childhood and elementary levels. **E**

Provides consultation with District departments, committees and community agencies and support groups on the District's Pre-K Family Literacy contract; recommend professional reading, locate research and provide assistance with obtaining consultant services. **E**

Direct the development of the instructional model for the Pre-K Family Literacy contract and its implementation at District early childhood and elementary schools; oversee the assessment and evaluation of the program. **E**

Participate in the design and oversee the implementation of all Pre-K Family Literacy contract in the early childhood education program; participate in the organization, training, design, materials selection and evaluation of the Pre-K Family Literacy contract. **E**

Collaborate and assist principals with the implementation of the Pre-K Family Literacy contract, including planning site staff development related to the Pre-K Family Literacy contract. **E**

Coordinates the efforts of State Pre-K Family Literacy contract and School Readiness in instruction, and program evaluation; assist with the implementation of literacy assessments; assist in the implementation and analysis of the DRDP for program involvement. **E**

Prepare and maintain detailed records of the contract's functions and actions. **E**

Monitor the implementation of the grant and report the findings to the Director of Early Childhood and Executive Director of Special Projects. **E**

Manage budgets, contract negotiations, materials ordering, distribution of materials, training and the implementation of family literacy grants. **E**

Coordinate with elementary staff and other district departments to strengthen the transition from Pre-K to the primary years of elementary school.

Communicate with other district staff and outside organizations to coordinate activities and programs, resolve issues and conflicts, and exchange information. **E**

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

Develop proposals for District and non-District financial support in early childhood education programs; assist with the development of the department budget and administer expenditures of approved funds. **E**

Perform related duties as assigned.

MINIMUM QUALIFICATIONS:

EDUCATION AND EXPERIENCE:

A combination equivalent to master's degree in a related field and five years of progressively responsible experience in educational administration and/or instructional improvement programs with an emphasis in early childhood and/or family literacy programs.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license.

Possession of Administrative Services Credential or willingness to concurrently earn this credential through participation in an administrative internship credential program while in the assignment. An administrative certificate, credential, permit, or proof of eligibility for an administrative intern permit from an approved university must be on file with the Human Resource Services Division prior to starting the assignment.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Early childhood education and family literacy research and program implementation strategies.

District organization, operations, policies, and objectives.

Policies and objectives of assigned program and activities.

Budget preparation and control.

Oral and written communication skills.

Principles and practices of administration and supervision.

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, and administer Pre-K Family Literacy grant activities for the District.
Supervise, train, and evaluate the performance of assigned staff.
Review existing and pending legislation related to procedural guidelines and the Early Childhood Education program and recommend origination, modification, or support of legislative measures.
Maintain current knowledge of applicable provisions of Federal, State and District laws, rules and regulations.
Communicate effectively both orally and in writing.
Interpret, apply, and explain rules and 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.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.

PHYSICAL REQUIREMENTS:

Dexterity of hands and fingers to operate a computer keyboard; sitting or standing for extended periods of time; hearing and speaking to exchange information and make presentations; seeing to read and write reports.

Job Code 1515

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