

SAN DIEGO UNIFIED SCHOOL DISTRICT

POSITION DESCRIPTION

TITLE:	Program Manager, EarlyLink School Readiness Program	REPORTS TO:	Director, Child Development
DEPARTMENT:	Student Services	CLASSIFICATION:	Certificated Management
FLSA:	Exempt	SALARY GRADE:	024 AASD
ISSUED:	November 18, 2003		

BASIC FUNCTION:

Manage the development and implementation of the EarlyLink School Readiness Program; organize and direct the School Readiness grant in the implementation of the District's birth to five initiative; supervise assigned personnel.

REPRESENTATIVE DUTIES:

Implement the School Readiness initiative; review and conduct educational research on effective literacy approaches; collaborate with principals to provide assistance and feedback on school readiness instruction and staff development. *E*

Meet regularly with the Child Development Team to inform them of the implementation of the School Readiness initiative; provide research and professional reading materials to support learning; assist with grant writing as necessary. *E*

Design professional development models for systemic improvement of the school readiness instruction for administrators and teachers in preschool; plan and direct District professional development for the infant/toddler and preschool levels. *E*

Participate in the development, review, and approval of training materials for various proposed School Readiness models at the infant/toddler and preschool levels. *E*

Provide consultation for District departments, committees, and community agencies and support groups on the District's School Readiness initiative; recommend professional readings, locate research and provide assistance with obtaining consultant services. *E*

Direct the development of the instructional model for EarlyLink Readiness Program and its implementation at District preschools. *E*

Participate in the design and oversee the implementation of the School Readiness Program; participate in the organization, training, design, materials selection and evaluation of the program. *E*

Implement the staff development and apprentice program; plan, present and supervise training for staff developers at the preschool and infant/toddler levels. *E*

Collaborate and assist principals with the implementation and connection of the First Five Initiative into their schools, including planning site staff development. *E*

Assist instructional leaders with implementation in each learning community; consult with instructional leaders on instructional practices and provide resources to support practice. *E*

Collaborate with Standards, Assessment, and Accountability Department staff on preschool standards and assessment; assist with the selection and implementation of assessments; oversee the implementation of the Desired Results for Families and Children Program. *E*

Organize the review of early literacy, math materials, curriculum, and reading materials for classroom implementation and extended hours-preschool programs. *E*

Plan, organize and implement long and short-term programs and activities designed to develop assigned programs and services. *E*

Manage budgets and contract negotiations; order and training materials for the implementation of grant funding. *E*

Develop proposals for District and non-District financial support in infant/toddlers and preschool programs; assist with the development of the department budget and administer expenses of approved funds. *E*

Supervise certificated and classified department staff. *E*

Provide technical expertise, information and assistance to the Director of Child Development regarding assigned functions; assist in the formulation and development of policies, procedures and programs; advise the Director of unusual trends or problems and recommend appropriate action. *E*

Prepare and maintain detailed records of department functions and activities. *E*

Communicate with other administrators, personnel 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*

Perform related duties as assigned.

EDUCATION AND EXPERIENCE:

Any combination of training, experience, and/or education equivalent to a master's degree in education, child development or closely related field. Site experience in early child development (Pre K-3) preferred.

LICENSES AND OTHER REQUIREMENTS:

Children’s Center Supervision Permit or Program Director Permit as required by California law or elementary credential plus 12 units of university or college level course work in child development.
Valid California driver’s license.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

District organization, operations, policies and objectives.
Principles and techniques of budget preparation and control.
Oral and written communication skills.
Principles and practices of administration, supervision and training.
Applicable laws, codes, regulations, policies and procedures.
Interpersonal skills using tact, patience, and courtesy.
Department of Social Services licensing requirements for preschool programs.

ABILITY TO:

Plan, organize and administer Literacy Program activities for the District.
Train and evaluate the performance of assigned staff.
Review existing and pending legislation related to procedural guidelines and the District’s Early Childhood Program and recommend origination, modification or support of legislative measures.
Maintain current knowledge of applicable provisions or applicable federal, state and district laws, rules and regulations.
Prepare comprehensive narrative and statistical reports.
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.
Meet schedules and timelines.
Plan and organize work.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.

PHYSICAL ABILITIES:

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

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