

SAN DIEGO UNIFIED SCHOOL DISTRICT

POSITION DESCRIPTION

TITLE:	Director, Early Childhood Education	REPORTS TO:	Executive Director, Leadership and Learning
DEPARTMENT:	Early Childhood Education	CLASSIFICATION:	Certificated Management
FLSA:	Exempt	SALARY GRADE:	039
REVISED:	April 29, 2014		

BASIC FUNCTION:

Plan, organize, control and direct the development and implementation of curriculum, program involvement and staff development programs for the district child development programs and activities; advise the Executive Director, Leadership and Learning, and the Superintendent on policies impacting both the Early Childhood Education and Child Development Center programs; administer the child development programs, including state preschool and district-wide child development centers; provide support to center administrators, nurses, counselors and state preschool teachers; supervise and evaluate the performance of assigned staff; plan collaboratively with directors of various curriculum areas to insure instruction is linked to preschool-grade 12 curriculum.

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

Plan, organize, control and direct the development and implementation of curriculum, program involvement and staff development programs for the district early childhood education programs and activities; interpret policies and operation procedures for the center administrators, school principals and site staff. ***E***

Develop and implement Early Childhood Education program curriculum and practices that support and align with the district's K-12 academic initiatives (i.e., Vision 2020, Quality Neighborhood Schools, Common Core Curriculum Standards, UC 'a-g' for All, etc.). ***E***

Train and evaluate the performance of assigned staff; provide for continuing departmental staff training programs in child development and state preschool programs; develop work schedules; interview and select employees and recommend transfers, reassignments, termination and disciplinary actions; ensure compliance with staffing and licensing requirements. ***E***

Maintain an effective communication system among the various staff members and about the various programs within the Early Childhood Education department. ***E***

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

Review appropriate legislation to assure district compliance with laws and procedures related to fiscal processes and make recommendations on changes which may result in more efficient operation of the district child development centers and state preschool operations. ***E***

Direct the preparation and maintenance of detailed records of department functions and activities; determine evaluation design and direct data collection activities; recommend and implement modifications for programs in conjunction with program. *E*

Maintain current knowledge of early childhood education programs and research and make recommendations for the improvement of district programs. *E*

Advise the Executive Director, Leadership and Learning, and the Superintendent on national, state and local trends and policies related to Early Childhood legislation, Child Development Centers, and Kindergarten entry. *E*

Represent the district at local, state, federal and national meetings or other activities; remain current on laws and regulations affecting Early Childhood Education programs, review federal and state legislation and policy to make informed program decisions. *E*

Act as liaison between community organizations, federal offices and California Department of Education. *E*

Direct and/or assist in implementation of mandated federal and state intervention/corrective action plans, including communicating with the California Department of Education, the Board of Education, district leadership, external consultants, and district and school site staff; oversee development, implementation, and monitoring of site action plans. *E*

Monitor the implementation of both instructional and operational compliance across Early Childhood Education programs; ensure adherence to federal, state, local entities and agencies, and statutory compliance requirements. *E*

Direct the preparation and maintenance of detailed records of department functions and activities; develop and prepare a variety of financial and administrative reports for state, federal, and internal reporting requirements. *E*

Coordinate activities related to state-required monitoring processes; support site and central office staff in conducting program reviews. *E*

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

Develop and prepare the annual preliminary budget for the Early Childhood Education Department; analyze and review budgetary and financial data; control and authorize expenditures in accordance with established limitations; interpret and analyze budgets of outside partner agencies. *E*

Maintain current knowledge of applicable provisions of the district auditing activities of the department. *E*

Direct the preparation and maintenance of a variety of narrative and statistical reports, records and files related to assigned activities and personnel. *E*

Secure outside funding to support the fiscal support for early childhood programs. *E*

Review existing and pending legislation related to early childhood education and state preschool programs, requirements and guidelines; recommend origination, modification, or support of legislative measures. *E*

Attend and conduct a variety of meetings as assigned; establish and maintain relations/membership with local, state, and federal agencies and associations to remain current on programs and issues that affect the district early childhood education and state preschool programs and services; present reports and initial findings to the Deputy Superintendent. *E*

Communicate with other administrators, personnel and outside organizations to coordinate activities and programs, resolve issues and conflicts and exchange information; develop policies and procedures to encourage effective and efficient management controls. *E*

Implement and manage state mandated fair hearing process for parents as required; testify at public hearings regarding matters affecting child development centers and state preschools as requested or determined by the Executive Director, Leadership and Learning, to be in the best interest of assigned programs. *E*

Participate in the planning, design and remodel of children’s centers and grounds; monitor building and site needs for state preschools. *E*

Operate a computer and assigned software programs. *E*

Perform related duties as assigned.

MINIMUM QUALIFICATIONS:

EDUCATION AND EXPERIENCE:

A combination of training, experience, and/or education equivalent to a master’s degree in education, child development or closely related field supplemented by a minimum of one year of progressively responsible experience in educational administration. Site administrative experience in Early Childhood Development (Pre K-3) preferred.

LICENSES AND OTHER REQUIREMENTS:

- Administrative Services Credential.
- Valid California driver’s license.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Planning, organization and direction of procedural guidelines related to child development programs and state preschool requirements.
- District K-12 academic initiatives (2020 Vision, Quality Neighborhood Schools, Common Core Curriculum Standards and UC “a-g” for All, etc.)
- Accounting principles, systems and procedures.
- 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.
- Operation of a computer and assigned software.

ABILITY TO:

Provide leadership and direction in assigned functions.

Plan, organize and administer the various programs that comprise the Early Childhood Education Programs for the district.

Review existing and pending legislation related to procedural guidelines and the district child development program and state preschool and recommend origination, modification, or support of legislative measures.

Maintain current knowledge of applicable provisions of federal, state and district laws, rules and regulations.

Interpret and analyze budget information from a variety of funding sources and entities.

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.

Analyze situations accurately and adopt an effective course of action.

Train and evaluate the performance of assigned staff.

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.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment, driving to conduct work

PHYSICAL REQUIREMENTS:

Hearing and speaking to exchange information in person and on the telephone; seeing to read, prepare, and proofread documents, perform assigned duties; sitting or standing for extended periods of time; dexterity of hands and fingers to operate a computer keyboard and other office equipment; kneeling, bending at the waist, and reaching overhead, above the shoulders and horizontally, to retrieve and store files and supplies; lifting light objects.

Job Code 1169

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