

NATIONAL SCHOOL DISTRICT  
JOB DESCRIPTION

**JOB TITLE: DIRECTOR OF EARLY CHILDHOOD PROGRAMS**

**Job Purpose Statement:**

Under the direction of the Assistant Superintendent of Educational Services, the Director of Early Childhood Programs will plan, organize, direct and supervise the District's Early Childhood Education programs, operations and personnel.

**Essential Job Functions:**

- **Oversees** and monitors all services provided to preschool students enrolled in the Early Childhood Education (ECE) programs.
- **Communicates** with District administrators, agencies, organizations, and state and county ECE and Special Education Local Plan Area (SELPA) administrators to coordinate activities and programs, resolve issues and conflicts, and exchange information related to ECE and Early Childhood Special Education laws, policies, and procedures.
- **Directs** development and preparation of budgets for ECE programs, analyzes and reviews budget and financial data, controls and authorizes expenditures in accordance with established policies, directs the implementation of a financial plan and process for funding support services and facilitates budget planning.
- **Directs** the preparation of statistical and narrative reports to ensure reporting requirements are met for state and federal agencies.
- **Plans** and coordinates professional development based on current research in curriculum, instruction, and assessment.
- **Ensures** compliance with federal and state guidelines and laws including Individuals with Disabilities Education Improvement Act, No Child Left Behind, California State Preschool Program Title 5 guidelines, Department of Health and Human Services guidelines, Community Care Licensing regulations, and those of other funding sources such as grants and specially funded projects.
- **Establishes** and monitors a supervisory accountability structure for ECE teachers and classified staff. Evaluates assigned staff.
- **Makes** recommendations regarding staffing needs for ECE programs and assists in recruitment efforts.
- **Implements** an accountability system in the ECE programs aligning instruction with the regulations required by the funding source, i.e., California Preschool Learning Foundation, and Head Start.
- **Collaborates** with site administrators to ensure quality of classroom instruction by monitoring and conducting regular observations and walkthroughs.

- **Establishes** and fosters an adult learning environment by maximizing collaboration and adult learning to improve instruction.
- **Coordinates** a comprehensive, multifaceted parental involvement program.
- **Participates** in professional activities, conferences, and research to keep abreast of early childhood general and special education developments on the state and national levels.
- **Collaborates** with Special Education Director on programs for preschool-age students with special needs.
- **Promotes** communication with the community and District staff regarding programs and services for preschool-age children.
- **Establishes** linkages with governmental, regional, and community agencies to enhance preschool services.

**Other Job Functions:**

- **Perform** related duties as assigned.

**Essential Job Requirements/Qualifications:**

Knowledge of Early Childhood Education programs, including Early Childhood Special Education programs. Knowledge of operations and procedures; collective bargaining procedures and practices; principles and practices of supervision, training, evaluation and scheduling of employees; safety precautions and procedures; administrative procedures and compliance requirements; applicable sections of State Education Code and other applicable laws; budget preparation and control; oral and written communication skills; interpersonal skills using tact, patience and courtesy.

Ability to plan and direct the operation of all District Early Childhood Education programs; assure program compliance with regulations and maintain effective communication with parents, staff, and program personnel; communicate effectively both orally and in writing in English (Spanish desired); prepare clear and concise reports; read, interpret, apply and explain laws, rules, and regulations pertaining to early childhood programs; instruct, train, direct, supervise, and evaluate personnel; establish and maintain cooperative and effective working relationships with others; prepare and maintain program budgets and required reports; lift, carry, push or pull moderately heavy objects; sit, walk or stand for extended periods; drive a vehicle to conduct work.

**Education and Experience:**

Master's Degree preferred. Bachelor's Degree in related field required. Five years teaching experience in preschool, and program development of early childhood education programs, including two years experience in a management or supervisory capacity.

**Licenses, Certifications, Bonding, and/or Testing Required:** Administrative Services Credential, California Teaching Credential, Valid California Driver License, Criminal Justice Fingerprint Clearance.