

AROMAS-SAN JUAN UNIFIED SCHOOL DISTRICT
JOB DESCRIPTION
PRESCHOOL PROGRAM DIRECTOR

Classification: Classified Management
Salary Level: Classified Management Salary Schedule
Work Year: 215

JOB SUMMARY:

Under the direction of the Superintendent, the Preschool Program Director coordinates and implements the preschool program for the District to include planning, organizing, developing and maintaining the educational programming, curriculum and instruction offerings designed to meet the needs of the preschool participants and the requirements set forth by the State of California.

SUPERVISOR:

Superintendent

SUPERVISE:

Classified Personnel as assigned

ESSENTIAL RESPONSIBILITIES:

- Knowledge of preschool and school age.
- Monitors all attendance records and financial accounts to ensure the fiscal accountability.
- Develops, monitors, and maintains program budgets, and grants as applicable.
- Collaborates with school site administration and staff with the integration of Early Childhood Education (ECE).
- Facilitates communication and collaboration with special education and regular education kindergarten teachers and administrators and participates in IEPs as necessary.
- Develops, coordinates and implements orientation and in-service training for staff and volunteers.
- Conducts classroom observations and conferences to make recommendations for more effective instruction.
- Assists in the recruitment, interviewing and recommends for employment preschool personnel.
- Supervise and evaluates certificated and classified personnel.
- Develops and implements curriculum.
- Responsible for meeting licensing and compliance requirements.
- Responsible for preparation and submission of district State and Federal reports.
- Serves as liaison to schools, district and State regarding planning implementation and evaluation activities.
- Coordinates public relations with community, staff and district in awareness of the child development programs.
- Plans, coordinates and conducts staff meetings for each program.

ESSENTIAL RESPONSIBILITIES CONTINUED:

- Researches availability of grant funds and prepares proposals.
- Assists in the writing of grants to fund programs.
- Assists program manager with personnel procedures.
- Coordinates advisory committees.
- Performs related work as required.
- Establishes priorities for educational materials that provide foundation for kindergarten readiness.
- Attends trainings and meetings as required by the program and District administration.
- Other related duties as assigned.

REQUIRED QUALIFICATIONS:

Knowledge of:

- Laws, regulations and best practices relating to preschool and to early childhood development
- Policies and objectives of preschool programs and activities
- Strategies for securing grants and implementing them successfully
- Learning theories, human needs, curriculum development and motivation theory
- Staffing organization, selection and supervision of preschool personnel
- Computer operations and software programs

Ability to:

- Maintain cooperative and harmonious relationships with the public, administration and site staff
- Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of district/program goals
- Design and implement sound preschool program operating systems and procedures
- Understand, interpret and apply laws, rules and regulations as they apply to the preschool program in the District
- Prepare clear and concise reports, manuals, and written instructions
- Plan, organize and coordinate the work of the program staff
- Communicate clearly and concisely, both orally and in writing
- Train and supervise employees of the preschool program
- Establish and maintain effective working relationships with those contracted in the course of work
- Proficient oral and written communication
- Maintain confidentiality and engender trust

Physical Abilities:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. The employee must be able to, with reasonable accommodations if necessary: sit or stand for extended periods of time; possess dexterity of hands and fingers to operate a computer and other office equipment; hear and speak to exchange information in person and on the telephone, exchange information, and make presentations; see to read a variety of materials and write reports; reach overhead, above the shoulders and horizontally, bend at the waist or kneel to retrieve supplies and other materials.

Education and Experience:

- Bachelor's Degree with at least twenty-four (24) college semester units in Early Childhood related coursework and two (2) years of continuous full-time employment in education or a combination of education, training and experience that is equivalent
- Child Development Program Director Permit/Master Teacher Permit
- Two years of preschool teaching experience, required
- One year of preschool supervision, highly desired
- Bilingual in English and Spanish, desired

Licenses and Certifications:

- Child Development Program Director Permit, required
- Valid California Driver's license; willing to travel locally.

WORK ENVIRONMENT:

- Physical, mental and emotional stamina to perform the duties and responsibilities of the position under sometimes stressful conditions;
- Manual dexterity sufficient to write, use telephone, business machines, operate an automobile;
- Vision sufficient to read printed materials;
- Hearing sufficient to conduct in person and telephone conversations;
- Speaking ability in an understandable voice with sufficient volume to be heard in normal conversational distance, on the telephone, and in addressing groups;
- Physical agility to push/pull, squat, twist, turn, bend, stoop, and to reach overhead;
- Physical mobility sufficient to move about the work environment (office, District, from school or home site to site), to drive an automobile;
- Physical strength sufficient to lift forty-five (45) pounds;
- Physical stamina sufficient to sit in a child's chair, squat at children's eye level, and to stand or walk for prolonged periods of time;
- Physical, mental, and emotional tolerance to be exposed to the noise generated by children in an enclosed environment;
- Mental acuity to collect and interpret data, evaluate, reason, define problems, establish facts, draw valid conclusions, make valid judgments and decisions.