

MODESTO CITY SCHOOLS

Job Description

JC # 10019

SENIOR DIRECTOR, EARLY CHILDHOOD EDUCATION

OVERALL RESPONSIBILITY

Under general direction, provide leadership and assume administrative responsibility and oversight for the development, implementation, and evaluation of the District's Child Development Programs in keeping with guidelines established by the District and other regulatory agencies to ensure continuous program improvement.

SPECIFIC RESPONSIBILITIES

1. Administer and oversee the development, implementation and evaluation of the District's Early Childhood Education Programs so as to ensure continuous program improvement utilizing data-informed decision-making. *E*
2. Strategically create, manage and coordinate the development and enhancement of programs and curriculum for early childhood education and the continuum through primary grades. *E*
3. Provide professional development for early childhood education, including regulations and curriculum. *E*
4. Prepare and administer Program budgets. Analyze and review budgetary and financial data to inform local decisions; control and authorize expenditures in accordance with established regulations and guidelines. *E*
5. Prepare schools/programs for and conduct all compliance related reviews and requirements from state, federal and other related agencies. *E*
6. Formulate and administer relevant District policies and programs. Assure compliance with a variety of federal, state and local laws, regulations, requirements, and reporting mandates. *E*
7. Prepare fiscal, attendance, and other reports in assigned activities for submission to local, state and federal agencies or the District as directed. *E*
8. Select, supervise and evaluate Program personnel. *E*
9. Administer the development, implementation and evaluation of professional development programs that reflect the needs of the staff, students and parents/guardians. *E*
10. Supervise staff in the development, implementation and evaluation of the program activities to ensure compliance and continuous program improvement. *E*
11. Supervise the development, implementation and evaluation of strategies to achieve District goals. *E*
12. Collaborate, working effectively with District departments to align instruction, curriculum and program offerings. *E*
13. Work cooperatively with state and federal agencies participating in educational programs for students and work closely with community agencies providing additional services. *E*
14. Create a welcoming environment for families, volunteers and the community. *E*
15. Attend and conduct staff meetings and professional development sessions; attend state, regional, and local conferences and trainings to maintain current and acquire new knowledge of laws, regulations and requirements affecting assigned areas. *E*
16. Effectively communicate and maintain cooperative relationships with those contacted in the course of work.
17. Perform other related duties as assigned.

SENIOR DIRECTOR, EARLY CHILDHOOD EDUCATION (continued)

WORK YEAR

Approved days as specified on the Management Salary Schedule

SALARY

Management Salary Schedule

QUALIFICATIONS

Knowledge/Ability

Minimum Requirements:

- Knowledge of public information principals and techniques, including an awareness of community needs, interests and concerns.
- Knowledge of and ability to apply management, budgeting, accounting and contract administration principles and practices.
- Knowledge of and ability to apply laws, codes, regulations and policies pertaining to the areas of responsibility.
- Knowledge of and ability to apply problem solving processes and techniques.
- Knowledge of and ability to apply principals and practices of supervision and evaluation.
- Knowledge of and ability to apply evaluative instruments and interpretative procedures.
- Knowledge of and ability to apply effective supervision and mentor/coaching techniques.
- Ability to understand and implement complex oral language and written directions given in English.
- Ability to compose clear, complete and concise correspondence and reports independently using correct grammar, syntax, punctuation and spelling.
- Knowledge of Early Childhood Education.

Experience

Minimum Requirements:

- Three years' experience in managing child development programs or related administrative areas.
- Two years' experience in supervision of staff.
- Two years' experience in program administration.

Desirable Qualification:

- Two years' experience in fiscal management.
- Five years of successful child development/early childhood education program director experience.

Education/Credential

Minimum Requirements:

- Bachelor's Degree
- Child Development Program Director Permit from the California Commission on Teacher Credentialing

Desirable Qualification:

- Master's Degree in Child Development, Early Childhood Education, Human Development, or related field
- Administrative Services Credential

Physical Characteristics

With or Without the Use of Aids:

- Sufficient vision to read small print.
- Sufficient depth perception to file documents.
- Sufficient hearing to hear normal conversational speech on and off the telephone.
- Ability to speak in a voice that can be clearly heard on the telephone and in face-to-face conversations.
- Sufficient dexterity to manipulate small objects, print or write legibly, operate telephone, use computer keyboard, typewriter and other business machines.
- Sufficient physical ability to sit or stand for prolonged periods of time.

SENIOR DIRECTOR, EARLY CHILDHOOD EDUCATION (continued)

REPORTS TO

Associate Superintendent, Educational Services or designee

Cabinet Approved: 3/21/19

Board Approved: 4/1/19