

**ALISAL UNION SCHOOL DISTRICT
PERSONNEL DIVISION
JOB DESCRIPTION**

DIRECTOR EARLY LEARNING PROGRAMS

PRIMARY FUNCTION: Plan, organize, and direct the operations of the District's Early Learning Programs (ELP); provide services to students and parents in alignment with state and federal mandates; Provide leadership necessary to maintain and promote quality, cost-effective programs.

DIRECTLY RESPONSIBLE TO: Assistant/Associate Superintendent, Educational Services

MAJOR DUTIES AND RESPONSIBILITIES:

Ensure ELP goals set forth are in alignment with federal and state regulations, the California Department of Education-Child Development Division, Multi-Tiered System of Supports (MTSS), the federal Head Start program, and that state/federal preschools and are effectively and fairly administered.

Develop, organize and implement developmentally-appropriate Early Learning programs, to include MTSS, family/community involvement, staff development and training, and social-emotional strategies for the purpose of meeting the needs of the Whole Child.

Continuously increases outside state funding for Early Learning Programs through annual requests.

Lead the efforts to align preschool through 3rd grade programs, including frameworks, standards, foundations, curricula, instructional materials, assessment, intervention, enrichment, social-emotional, and parent involvement component.

Administer and supervise implementation of all ELP components to ensure total program effectiveness and compliance.

Build AUSD staff capacity related to ELP and supervise and evaluate the performance of assigned staff.

Assist in the selection of qualified certificated and classified candidates.

Provide leadership and support to management staff in designing and using a learning environment that supports the District's ELP goals.

Oversee and monitor the assessment of children as they transition from Preschool or Transitional Kindergarten (TK) through kindergarten, first, second and third grade.

Prepare and administer budgets for all Early Learning Programs; assists coordinators with the control of expenditures in accordance with budget allocations; monitors and analyzes costs.

Keep informed of supplemental funding sources and apply as sources become available.

Develop and submit grant applications, funding proposals, contracts, etc., for all child development programs.

Identify the needs of families in the community and develop strategies to help children enter school ready to learn.

Develop a plan for establishing communication channels between the District's Early Learning Programs and public and private agencies for the purpose of maintaining public relations and fostering public understanding of our programs.

Attend various meetings related to Early Learning Programs, the District, public, private, and State and Federal entities.

Consult with the Business Department regarding the building and/or renovation of preschool facilities; ensure the indoor and outdoor environment at all sites continually meet Community Care Licensing requirements.

Keep up to date with laws and regulations regarding State and Federal procedures concerning Early Learning Programs.

Participate in meetings with parents, teachers, staff members and the general public to demonstrate or explain child development, ELP pedagogy, curriculum and practices, State and Federal preschool programs and family literacy.

Oversee the coordination of the activities of the ELP services with District and site staff.

Oversee ELP enrollment and attendance to ensure appropriate identification and recruitment of early learners and that the necessary caseloads of students are met to fulfill best practices and contract requirements.

Assist in the purchase of indoor and outdoor equipment, instructional materials, and supplies for all ELP programs.

MAJOR DUTIES AND RESPONSIBILITIES:

Performs other related duties, as assigned, for the purpose of ensuring an efficient and effective work environment.

MINIMUM QUALIFICATIONS:

Knowledge of: Comprehensive organization, activities, curriculum development, supervision, goals and objectives of an Early Learning Program; The California Preschool Learning Foundations; CDE's The Alignment of the California Preschool Learning Foundations with Key Early Education Resources; K-3rd grade CA Common Core State Standards (CCSS); School law administration and applicable sections of the State Education Code; Board and District policies; Principles and practices of administration, supervision and training; Labor relations law and the Collective Bargaining Agreement; Principles, theories, practices, methods and techniques used in early education curriculum development, classroom instruction, instructional supervision and student learning; Principles, theories, practices, methods and techniques for counseling, guidance and discipline which promote appropriate student conduct and motivation for student learning; Human relations strategies, community relations strategies, conflict resolution strategies and team building techniques; Every Student Succeeds Act and related standardized testing requirements applicable to the ELP program.

Experience: A minimum of five (5) years of experience as an early childhood education (ECE)/elementary teacher, preferably with three or more within the TK-1st grades and with increasing responsibilities. A minimum of three (3) years of administrative experience.

Education: A master's degree or advanced degree of at least equivalent standard from a recognized college or university. The appropriate ECE/elementary teaching and Administrative Services Credential or Supervision with the appropriate ECE units.

Ability to: Demonstrate effective instructional, organizational, and administrative leadership. Set school wide operational priorities and manage time effectively. Work independently with little direction. Analyze problems, identify potential solutions and make appropriate and effective decisions. Establish and maintain effective organizational and community relationships. Work in a diverse socio-economic and multicultural community. Communicate effectively both orally and in writing. Effectively work in a demanding environment. Train and evaluate the performance of assigned staff. Interpret, apply and explain rules, regulations, policies and procedures. Operate a computer and job-related equipment. Maintain consistent, punctual and regular attendance. Meet schedules and timelines.

PREFERRED QUALIFICATIONS:

Bilingual (English-Spanish) proficiency

Administrative experience at the district level or early learning setting

Doctorate degree

PHYSICAL EFFORT/WORK ENVIRONMENT

Physical strength to perform the tasks that may be required of a Director; these physical requirements include:

1. Physical and mental stamina to perform the duties and responsibilities of the position
2. Physical ability to push/pull, squat, twist, turn, bend and to reach overhead
3. Physical mobility sufficient to move about the work environment (office, district, school site to site), drive an automobile and to respond to emergency situations
4. Physical strength sufficient to lift 25 pounds
5. Ability to sit for prolonged periods of time
6. Demonstrated ability to collect and interpret data, evaluate, reason, define problems, establish facts, draw valid conclusions, and make valid judgments

THE BOARD OF EDUCATION DESIGNATES THIS POSITION AS MANAGEMENT

The work year for this position is 222 days

BOARD APPROVED: 04/25/2018

REVISED: 04/28/2021