

# DURANGO SCHOOL DISTRICT 9-R

## JOB DESCRIPTION

**Job Title:** Director of Early Childhood Education  
**Job Family:** Administration  
**Department:** Curriculum, Instruction, and Assessment  
**Typical Work Year:** 12 months

**Pay Grade:** Administrative Salary Schedule  
**FLSA Status:** Exempt  
**Prepared Date:** December 17, 2013

**SUMMARY:** Coordinate the Early Childhood Education Services for the district. Demonstrate effective instructional leadership skills that provide focus on student achievement.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The frequency and percentage of time of duties may vary based on building or department assignment.*

- D 25% Coordinate and monitor all district services related to early childhood education (ECE) programs.
- D 10% Interpret and administer local, state, and federal statutes, rules, and policies pertaining to services for ECE.
- D 10% Assist with planning, managing, and monitoring ECE budgets and applications for state and federal funds.
- D 10% Develop and implement an ECE program plan to ensure the safety of students and staff in accordance with established district policies and procedures.
- D 10% Develop and implement professional development that focuses on improving instructional practices and increasing student achievement.
- D 10% Implement an accountability system through the district preschool curriculum frameworks, aligning instruction with state and district standards, assisting principals in communicating expectations to staff, ensuring the proper implementation of progress monitoring and assessment systems, and monitoring student data.
- D 10% Oversee and monitor all services provided to at-risk/Colorado ECE students and ECE students with Special Education needs. Ensure compliance with federal and state guidelines and laws including Individuals with Disabilities Education Act (IDEA), No Child Left Behind (NCLB), Colorado Preschool Program (CPP) guidelines, Colorado Dept. of Human Services (CDHS) licensing regulations and Results Matter regulations.
- D 10% Maintain appropriate communication channels with parents and community members/organizations.
- Ongoing 5% Perform other duties as assigned.

**EDUCATION AND TRAINING:** Bachelor's degree required and Master's degree preferred plus additional course work required for certification or licensure. BA or MA in Early Childhood Education or Child Development preferred.

**EXPERIENCE:** 3-5 years of experience directing and supervising early childhood preferred. Teaching experience in early childhood required.

**CERTIFICATES, LICENSES, & REGISTRATIONS:** Valid Colorado Driver's License required. Colorado Principal or Administrators License.

### **TECHNICAL SKILLS, KNOWLEDGE, & ABILITIES:**

- Knowledge of legal issues and requirements related to Special Education, the Colorado Preschool Program (CPP) and the Colorado Department of Human Services (CDHS).
- Knowledge of Special Education and Early Childhood Education programs and services.
- Excellent interpersonal relations and oral and written communication skills.
- Demonstrated skills in data collection and analysis project planning and evaluation.
- Demonstrated skills in working with district staff, parents and students on issues related to planning, discipline and curriculum implementation.

- Ability to promote and follow Board of Education and District policies, Superintendent policies, building and department procedures.
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment and report unsafe conditions to the appropriate administrator.
- Critical thinking and problem solving skills.
- Ability to maintain confidentiality in all aspects of the job.

**MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:**

- Microcomputers and general office equipment.
- Microsoft Office applications.
- Student Information Systems.

**REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:**

**Reports to:** Executive Director of Curriculum, Instruction, and Assessment

**Direct Reports:**

**BUDGET AND/OR RESOURCE RESPONSIBILITY:** Assist in developing and implementing the ECE budget.

**PHYSICAL REQUIREMENTS & WORKING CONDITIONS:** *The physical demands, work environment factors and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

PHYSICAL ACTIVITIES:	Amount of			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand			X	
Walk			X	
Sit			X	
Use hands to finger, handle or feed			X	
Reach with hands and arms			X	
Climb or balance		X		
Stoop, kneel, crouch, or crawl		X		
Talk				X
Hear				X
Taste	X			
Smell	X			

WEIGHT and FORCE DEMANDS:	Amount of			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds				X
Up to 25 pounds		X		
Up to 50 pounds	X			
Up to 100 pounds	X			
More than 100 pounds	X			

MENTAL FUNCTIONS:	Amount of			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare				X
Analyze				X
Communicate				X
Copy		X		
Coordinate			X	
Instruct			X	
Compute		X		
Synthesize			X	
Evaluate				X
Interpersonal Skills				X
Compile			X	
Negotiate			X	

<b>WORK ENVIRONMENT:</b>	<b>Amount of</b>			
	<b>None</b>	<b>Under 1/3</b>	<b>1/3 to 2/3</b>	<b>Over 2/3</b>
Wet or humid conditions (non-weather)	X			
Work near moving mechanical parts	X			
Work in high, precarious places	X			
Fumes or airborne particles	X			
Toxic or caustic chemicals	X			
Outdoor weather conditions		X		
Extreme cold (non-weather)	X			
Extreme heat (non-weather)	X			
Risk of electrical shock	X			
Work with explosives	X			
Risk of radiation	X			
Vibration	X			

<b>VISION DEMANDS:</b>	<b>Required</b>
No special vision requirements.	
Close vision (clear vision at 20 inches or less)	X
Distance vision (clear vision at 20 feet or more)	X
Color vision (ability to identify and distinguish colors)	
Peripheral vision	
Depth perception	
Ability to adjust focus	X

<b>NOISE LEVEL:</b>	<b>Exposure Level</b>
Very quiet	
Quiet	
Moderate	X
Loud	
Very Loud	