

HUNTINGTON BEACH CITY SCHOOL DISTRICT

CLASS TITLE: DIRECTOR OF EARLY CHILDHOOD EDUCATION

BASIC FUNCTION:

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

REPRESENTATIVE DUTIES:

Plan, organize, direct, and evaluate the District's early childhood programs and operations, such as the School Readiness Program, Preschool Academy, and other related early childhood programs. *E*

Develop, plan, organize, and implement developmentally appropriate education programs to include social/emotional components, family/community engagement, staff development and training, and referrals to social services and community agencies for the purpose of meeting federal and state rules and regulations and best practices in early childhood education. *E*

Identify the needs of families in the community and develop strategies to help children enter school ready to learn in alignment with District, Preschool Academy, and School Readiness Initiative goals. *E*

Participate in district, county, and regional meetings with parents, teachers, administrators, staff members, and the general public to support, demonstrate or explain child development, early educational curriculum and practices, preschool and early childhood and School Readiness programs; serve as District liaison to the School Readiness Initiative, Twilight Education Project, and other early childhood programs. *E*

Coordinate and maintain all operations of the School Readiness Learning Link and all related services, including purchasing of supplies, marketing of the program, development and delivering content and lessons for parents and children, maintaining a calendar of all events and activities, and organizing all visitors and volunteers.

Develop a plan for establishing communication channels between the early childhood education programs and public and private agencies for the purpose of maintaining public relations and fostering public understanding of the various programs. *E*

Oversee and facilitate the implementation of a quality instruction, curriculum, and assessment program/model for the District's early childhood education programs. *E*

Oversee and monitor the assessment of children as they transition to preschool and kindergarten through third grade. *E*

Supervise, train, provide ongoing technical assistance, and evaluate the performance of assigned early childhood staff; assign and review work and participate in the selection of new personnel as assigned; recommend and participate in disciplinary action as needed. *E*

Promote collaboration between early childhood educators, Special Education staff, kindergarten through fifth grade school educators and providers, community agencies, and School Readiness Initiative staff to benefit transitions for students between a variety of providers.

Develop and submit required reports, grant applications, funding proposals, contracts, etc. for all assigned programs; maintain documentation and compliance with all program regulations; supervise the maintenance of all program and student records. *E*

Provide leadership and support in the development of a system for collaboration and coordination of exemplary practices for School Readiness, Preschool Academy, and early childhood education program implementation. *E*

Attend various meetings related to early childhood education, the School Readiness Initiative, and the District to comply with all state and federal performance standards and best practices in early childhood education. *E*

Plan and oversee budgets and fiscal reporting for all early childhood education programs; monitor and analyze the control of expenditures and overall costs in accordance with budget allocations for grants/awards and general funding categories. *E*

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

Knowledge Of:

- Early childhood education programs, education theory, health and nutrition standards, operations and procedures, developmentally appropriate practice.
- Common Core learning standards.
- Collective bargaining procedures and practices.
- Principles and practices of supervision, training, evaluation and scheduling of employees.
- Appropriate safety precautions and procedures.
- Administrative procedures and compliance requirements.
- Applicable sections of State Education Code, Title 22, and other applicable laws.
- Budget preparation and control.
- Oral and written communication skills.

- Technology skills and operations including word processing, spreadsheets, and internet use.
- 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.
- 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:

Bachelor's degree in Human Development, Early Childhood Education, or other related field. 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 AND OTHER REQUIREMENTS:

Child Development Program Director Permit.
Valid California Driver's License.
EMS Certified, First Aid and CPR training, is desirable.

WORKING CONDITIONS:

Environment:

Indoor, outdoor, and office environment.

June 2014