

DIRECTOR II (Early Childhood Education)

DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES:

Will direct, support, plan, organize, and coordinate a variety of educational special projects, services, functions, trainings, and activities as it relates to early childhood education (Preschool-Kindergarten).

EXAMPLES OF DUTIES:

- Supervise and evaluate the performance of assigned staff (preschool secretary, early childhood curriculum specialist, early childhood special education intervention teacher, all preschool teaching staff, and all preschool classified staff).
- Conduct and attend meetings, resolve ad-hoc problems, provide directives and guidance for staff, district personnel, and the public.
- Prepare and maintain a variety of narrative and statistical reports, records and files.
- Plan, implement, evaluate, and report on all required state and federal early childhood projects
- Assist all Early Childhood staff (Preschool-Kindergarten) staff in the development, implementation, and monitoring of the instructional programs and parent education program for TCSD.
- Organize, implement, and monitor professional development and curriculum for all early childhood programs.
- Prepare the TCSD Early Childhood calendar of events.
- Serve as liaison between TCSD preschool and elementary schools.
- Serve as liaison between TCSD and TCOE Child Care Programs.
- Serve as liaison between TCSD and other child care programs in Tulare for the purpose of articulation the expectations of TCSD's TK/Kindergarten Programs.
- Facilitate/participate in district articulation meetings.
- Assist with the planning and implementation of parent workshops for all early childhood programs.
- Create an atmosphere through personal example and positive relations with students which inspire a love for learning.
- Monitor early childhood students' progress and evaluate the students' achievement in relation to learning objectives.
- Maintain professional competence through participation in in-service education activities provided by the district and self-directed professional growth activities.
- Participate cooperatively with other professionals.
- Select and requisition books, instructional aids, and supplies for all early childhood programs to the extent needed as approved by the Director of Student Services.
- Participate in curriculum and other developmental programs related to school readiness with a school or District level.
- Share in the sponsorship of student activities and participates in faculty committees.
- Work cooperatively with staff toward resolution of mutual concerns.
- Interact positively with colleagues, employers, parents, and community.
- Participate in in-service trainings as directed.
- Other addition duties, which support school readiness.

EMPLOYMENT STANDARDS:

- Ability to meet physical requirements necessary to safely and effectively perform required duties
- Ability to follow oral and written directions
- Ability to get along with co-workers and deal with the general public tactfully, courteously and professionally

KNOWLEDGE OF:

- Current instruction and curriculum practices
- Oral and written communication skills
- Principles and practices of management
- Applicable laws, codes, regulations, policies, and procedures
- Modern office management and procedures
- Student assessment strategies

SKILL AND ABILITY TO:

- Plan, organize, and direct instructional activities for early childhood educators and students
- Coordinate and work with professional staff, parents, and community groups
- Analyze assessment data
- Communicate effectively both orally and in writing
- Establish and maintain effective working relationships with the staff and the public
- Interpret, apply and explain rules, regulations, policies and procedures
- Meet schedules and timeous
- Work independently with little direction
- Plan and organize work
- Prepare comprehensive narrative and statistical reports
- Supervise and evaluate the performance of assigned staff
- Operate and use district business systems and equipment

PHYSICAL FUNCTIONS:

- Sit and stand for extended periods of time
- Reach in all directions
- Ability to lift 25 lbs. maximum or carry any object weighing up to 15 pounds
- Bend, twist, kneel and stoop
- Write legible reports
- Read notes, memos and printed material
- Speak clearly and communicate effectively

QUALIFICATIONS:

- Valid California credential authorizing service

WORK YEAR:

- 210 work days

This organization is an Equal Opportunity Employer and does not discriminate on the basis of race, religion, sex (pregnancy or gender), sexual orientation, marital status, national origin (including language use restrictions), ancestry, disability (mental and physical, including HIV and AIDS), age (40 and above), medical condition (cancer/genetic characteristics), denial of family and medical care leave, or denial of pregnancy disability leave or reasonable accommodation. Inquiries regarding compliance procedures may be directed to our personnel office.

This organization is a Drug and Tobacco-Free Workplace.

This organization requires a successful candidate to provide employment eligibility and verification of a legal right to work in the United States in compliance with the Immigration Reform and Control Act.