

CAPISTRANO UNIFIED SCHOOL DISTRICT
San Juan Capistrano, California

**DIRECTOR II, GENERAL EDUCATION EARLY CHILDHOOD
PROGRAMS AND SERVICES**

DEFINITION

Under the direction of an assigned supervisor, the Director II General Education Early Childhood Programs and Services, supports the education programs of the District by directing, managing, supervising and coordinating the preschool program including state funded, fee based, infant programs, and transitional kindergarten programs. This position also supports the operational oversight of enrollment, licensing and implementation of Early Childhood Programs.

EXAMPLES OF DUTIES

- Design, plan, manage and administer general education early learning programs from ages zero to five, including Transitional Kindergarten (TK), State and Fee-Based Preschool programs, and Learning Link.
- Ensure, review and evaluate new and current programs to determine efficiency, effectiveness, and compliance with state, local, and federal regulations.
- Inform governmental agencies, businesses and community groups about educational needs, available programs, and program policies.
- Consult with teachers, counselors, psychologists, district nurses, related service providers and administrators regarding articulation and alignment of services.
- Consult with private and public agencies and professionals regarding educational support programs for students.
- Coordinate student and family assistance programs with interdepartmental agencies and youth services as needed.
- Participate in meetings with parents, teachers, staff members, and the general public to demonstrate or explain child development, early educational curriculum, practices, and preschool programs.
- Attend various meetings related to early childhood education, the School Readiness Initiative, Quality Rating Improvement System and the District to comply with all State and Federal performance standards.
- Oversee the planning, organization and coordination of accountability activities, such as data compilation, storage, retrieval, and analysis.
- Develop and manage annual program budget; direct the forecast of funds for staffing, equipment, materials, facilities and supplies.
- Coordinate and ensure the submission of all related state and federally required reports, including compliance and State quality assurance programs and grants.
- Review, evaluate, purchase and allocate instructional resources, supplies, and equipment to enhance programs and support school wide goals.
- Prepare Board communication and update Administrative Regulations to carry out Board Policies related to early childhood programs.
- Develop, submit and manage grant applications, funding proposals and contracts as necessary.
- Plan, develop, and implement effective administrative support systems and delegate appropriate areas of responsibility to subordinates.

EXAMPLES OF DUTIES, CONTINUED

- Monitor and review licensing and certification requirements for facilities and staff.
- Supervise recruitment of students in various programs.
- Collaborate and coordinate with the Director II Special Education, Early Childhood Programs and Services and site administration on implementation of preschool and TK programs and staff training.
- Maintain and monitor all student achievement data including State annual assessment, grades and District assessment results.
- Support site facilitators, general education teachers and instructional assistants.
- Supervise and evaluate department staff to ensure staff adhere to District, state, and federal educational and professional standards.
- Plan, develop, and implement effective administrative support systems and delegate appropriate areas of responsibility to subordinates.
- Participate in personnel management systems, including the recruitment, selection, retention, and separation of personnel.
- Attend professional learning and conference opportunities regarding District business and other topics relevant to this position, and other professional meetings.
- Perform related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Applicable sections of the State Education Code and other applicable laws and collective bargaining agreements
- Practices and procedures of efficient organization and supervision
- Practices, procedures, techniques, and strategies for determining operational effectiveness
- Principles and practices of evaluation, supervision and training
- Human relations, conflict resolution strategies and team building principles and techniques
- Record-keeping techniques and report preparation techniques
- Effective oral and written communication skills
- Child development principles and practices, with emphasis on infant and toddler care, family life education
- Theories, practices, methods and techniques used in curriculum development and classroom instruction and Multi-tiered Systems of Support (MTSS)
- Child guidance principles and practices, including current trends and research concerning the growth and development of school-age students

Ability to:

- Direct, supervise and lead the functions and activities of an Early Childhood Program for a school district
- Demonstrate effective instructional, organizational, and administrative leadership
- Read, interpret, apply, and explain rules, regulations, policies, and procedures
- Train and instruct others in performance of their duties
- Supervise, evaluate, counsel, and discipline subordinates
- Read, interpret, apply, and explain rules, regulations, policies, and procedures
- Establish, maintain and nurture professional relationships with parents, community members, students, management, colleagues, staff and school related outside agencies
- Demonstrate organizational, time management, analytical and problem solving skills
- Communicate effectively both orally and in writing using tact, and diplomacy

QUALIFICATIONS, CONTINUED

- Understand and carry out oral and written instructions
- Use interpersonal skills with tact, patience and courtesy
- Maintain confidentiality
- Prioritize workload and conflicting demands
- Comply with the District's customer service standards, as outlined in Board Policy

Education: Master's Degree from an accredited college or university in a related field.

Experience: Five years of teaching or service credential experience, preferably in early childhood programs, including two years of successful experience in a management or supervisory position.

Credential: Valid California Teaching or Pupil Personnel Services Credential; Valid California Administrative Services Credential.

Other: Possession of a Valid California Driver's License.