

Job Title: **Early Childhood Education Director**  
 Job Family: **Certified**  
 Pay Program: **Administrative**  
 Prepared/Revised Date: **January 2018**

Job Code: **060508**  
 FLSA Status: **Exempt - P**  
 Pay Level: **L 13**  
 Work Year: **12 months**

**SUMMARY:** Serves as part of the Learning Services team in Adams 12 Five Star School District whose primary responsibilities are to: support schools; lead a comprehensive vision for teaching and learning; model the way regarding best practices. The Early Childhood Education Director provides district-wide leadership to guide the development of a caring collaborative community that includes all stakeholders in the Early Childhood Education (ECE) program. Provides purpose and vision for the program. Manages the human resources to ensure an orderly and respectful work and learning environment. The Early Childhood Education Director is part of the Curriculum and Instruction department and is a key collaborator with the Student Support Services department, ensuring best practices for both general education and special education students. The Early Childhood Education Director provides expertise and leadership in best practice and collaboration with the direction of literacy to ensure the preschool program is tightly aligned to our kindergarten programming.

**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.*

Job Tasks Descriptions	Frequency	% of Time
1. Articulate belief system through voice and actions, leading the Early Childhood Education (ECE) program in a clear focus, communicating a vision for the program to ECE staff, parents, and be a change agent when necessary.	D	15%
2. Articulate effective instructional practices by providing intellectual stimulation, being actively involved in and having knowledge of current research in curriculum, instruction, and assessment in the area of early childhood and/or primary education.	D	15%
3. Assess quality of classroom instruction by monitoring, being visible, conducting regular observations and walkthroughs, and providing quality feedback to staff.	D	15%
4. Implement an accountability system through the district preschool curriculum frameworks, aligning instruction with state and district standards, using the district evaluation system, providing expectations to staff, and providing opportunities to analyze student data.	D	15%
5. Collaborate with Student Support Services departmental staff to support 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 Improvement Act (IDEIA), Colorado Preschool Program (CPP) guidelines, Colorado Dept. of Human Services (CDHS) licensing regulations and Results Matter regulations. Establish and monitor a supervisory accountability structure for special education and general education, classroom certified and classified staff, Child Find staff and office staff. Oversee and authorize the hiring of all ECE staff as determined by need and budget.	D	7%
6. Establish and foster a respectful adult learning environment by maximizing collaboration and adult learning to improve instruction, providing classroom staff with materials, inspiring new and challenging innovations and valuing a sense of community.	D	10%
7. Develop, implement and monitor yearly full time equivalent (FTE) allocations and classified staff hours to ensure compliance and equity of resources. Develop an ECE budget to meet the required needs of the at-risk/CPP and population of students with special education needs.	A	8%
8. Facilitate communication with multiple district departments, including Special Education, English Language Learners, Learning Services, Human Resources, Business Services as well as the Adams 12 Five Star Schools Board of Education, the superintendent and the schools executive directors.	W	5%
9. Serves as a member of the Learning Services Leadership Team and assists in setting vision for best practice in early childhood education, including consultation and leadership for best practice in kindergarten classrooms, as part of the early education continuum.	M	10%
10. Perform other duties as assigned.	Ongoing	
TOTAL		100%

**EDUCATION AND RELATED WORK EXPERIENCE:**

- Master’s degree in Education, Early Childhood and/or Special Education plus additional coursework required for certification or licensure
- Minimum of 5 (five) years of experience in the field of public education
- Experience in teaching early childhood preferred
- Experience in teaching special education preferred
- Demonstrated leadership and experience in leading initiatives

**LICENSES, REGISTRATIONS or CERTIFICATIONS:**

- Criminal background check required for hire.
- Colorado Principal’s license preferred. Ability to work toward licensure.
- Must possess or be able to obtain a valid and appropriate Colorado Educator Licenses.

**TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:**

- Knowledge of legal issues and requirements related to Special Education, the Colorado Preschool Program (CPP) and the Colorado Dept. 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 facilitation, negotiation and conflict resolution.
- 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.
- Knowledge of budgeting and accounting and master agreement/labor relations.
- Ability to promote and follow Board of Education policies, District policies, building and department procedures.
- Ability to communicate, interact and work effectively and cooperatively with all people including those from diverse ethnic and educational backgrounds. Willingness to contribute to cultural diversity for educational enrichment.
- 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.
- Personal computer and keyboarding skills.
- Critical thinking and problem solving skills.
- Ability to maintain confidentiality in all aspects of the job.
- Ability to manage multiple tasks with frequent interruptions.
- Ability to manage multiple priorities.
- Ability to diffuse and manage volatile and stressful situations.

**REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:**

	<b>POSITION TITLE</b>	<b>JOB CODE</b>
<b>Reports to:</b>	Chief Academic Officer	100223

	<b>POSITION TITLE</b>	<b># of EMPLOYEES</b>	<b>JOB CODE</b>
<b>Direct reports:</b>	Early Childhood Special Education teachers	13	Certified
	Special Service Providers	30-35	Certified
	Preschool Site Staff	40-50	Classified
	Early Childhood Teacher-CDHS	16	Classified
	Support Staff	4	Classified
	Child Find Coordinator	1	1791CF
	Preschool Coordinator	2	3040/4120

- Responsible for assisting with interviewing, hiring and training employees; assisting with planning, assigning and directing work; assisting with appraising performance; assisting with rewarding, disciplining and terminating employees; and assisting with addressing complaints and resolving problems.

**BUDGET AND/OR RESOURCE RESPONSIBILITY:**

Responsible for developing, administering and monitoring the ECE program budget and the Colorado Preschool Program 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 Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand		X		
Walk		X		
Sit				X
Use hands to finger, handle or feel			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 Time			
	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 Time			
	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		

WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
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	