

May 25, 2022

East Aurora School District 131 has the following opening(s) for the 2022-2023 school year and will accept applications from candidates who may be interested in the position(s) listed below. Medical, dental, vision, and term life insurance policies are available.

VACANCY NOTICE

POSITION TITLE: Director of Early Childhood Education
(ANTICIPATED)

BUILDING(S): Administrative Center

CLASSIFICATION: Tier IB

TERMS OF EMPLOYMENT: 12 months. Monday-Friday: 8 hours/day.

IMMEDIATE SUPERVISOR: Executive Director of Language Acquisition and Early Learning or Designee

SALARY: Starting at \$120,000/year commensurate with credentials and experience

EVALUATION PROCEDURES: Annually

START DATE: July 1, 2022

JOB ID: 3845

QUALIFICATIONS:

1. Illinois Professional Educator License (PEL) with General Administrative Endorsement.
2. Graduate degree (M.B.A., M.A., etc.) plus 5 years of administrative experience.
3. Experience in a preschool setting.
4. Advanced knowledge of Early Childhood programs: Preventive Initiative, Preschool for All, and Preschool for All Expansion.
5. Excellent organizational skills.
6. Strong interpersonal and intrapersonal skills.
7. Excellent written and oral communication skills.
8. Ability to manage multiple priorities.
9. Ability to work with a linguistically and culturally diverse public.
10. Knowledge of special education programs and services.
11. Completion of the Lead Learn Excel program.

JOB DESCRIPTION / RESPONSIBILITIES:

1. Supervises the development, organization, implementation, coordination, and evaluation of the Early Childhood and Preschool instructional programs in District 131.
2. Conducting the full range of activities required to prepare, submit, and manage all grant proposals, budgets, reporting requirements, and compliance activities.
3. Supervises Instructional Coaches, Student Support Worker, Parent Liaisons, Program Secretaries, and Program Supervisors.
4. Recommend staffing needs and assist with the recruitment and selection of new personnel.
5. Coordinate all screening activities for families.
6. Oversee the inclusionary programming of all students i.e. Bilingual and Special Education.
7. Works to ensure authentic assessment of student performance.
8. Collect and analyze data regarding the performance and experiences of all students and other pertinent information affecting the design and implementation of services and programs, using the information to recommend new programs and modifications in existing programs.
9. Facilitate professional development for the preschool staff to ensure increased student growth.
10. Organize and implement a system for the evaluation and selection of equipment and instructional materials.
11. Provides ongoing professional development support in the area of evaluation and supervision of preschool staff.
12. Support the PreK- 3 continuum to includes elements such as longitudinal data systems, professional development systems, recommend family engagement strategies, and systems designed to promote children's academics and overall health/well-being.
13. Ensure coordination of services and articulation between the early childhood and elementary levels.
14. Responsible that age appropriate curriculum is implemented in all classrooms.
15. Coordinate opportunities for community leaders to provide advice and support to the early childhood programs.
16. Oversee all early childhood grants programming implementation.
17. Manage all early childhood grant reporting.
18. Other duties as assigned.

APPLICATION PROCEDURE:

Applications should be completed online at <https://www.d131.org>. Position(s) will remain open until filled. East Aurora School District 131 is an Equal Opportunity Employer.