



Director of Early Childhood Programs at JEH

Purpose Statement

The job of Director of Early Childhood Programs at JEH is done for the purpose/s of developing and implementing cohesive and comprehensive early childhood services for ages 0-5 including: Head Start, Preschool for All, Services for Pre-Primary Aged Children (SPPAC), and Family Center. The Director must collaborate with a variety of stakeholders, including community organizations and agencies.

This job reports to Assistant Superintendent of Special Services

Essential Functions

- Assist in the preparation of grants for the purpose of obtaining resources for the Early Childhood programs.
- Collaborates with internal and external personnel (e.g. other administrators, auditors, public agencies, community members, etc.) for the purpose of implementing and/or maintaining services and programs.
- Coordinates with outside agencies, school sites, etc. for the purpose of providing referrals to families and/or students.
- Develops a vision and action plan for the purpose of ensuring all students receive a high quality experience that supports their academic and social emotional growth.
- Develops budgets and financial forecasts for the purpose of providing financial guidance and recommendations to administrative personnel, Superintendent and/or Governing Board.
- Evaluates personnel for the purpose of monitoring performance, providing for professional growth and achieving overall objectives of school's curriculum.
- Facilitates communication between personnel and parents for the purpose of supporting children and families, evaluating situations, and proactively problem solving challenges.
- Implements policies, procedures and/or processes for the purpose of providing direction and/or complying with mandated requirements.
- Maintains a variety of manual and electronic files and/or records for the purpose of providing up-to-date reference and complying with regulatory requirements and established guidelines.
- Manages school administrative functions (e.g. facility maintenance, budget, staffing, etc.) for the purpose of maintaining safe and efficient school operations within district guidelines.
- Monitor and review the transportation services for families utilizing the early childhood services for the purpose of ensuring that all transportation needs are met.
- Monitors budget allocations, expenditures, fund balances and related financial activities for the purpose of ensuring that allocations are accurate, revenues are recorded, expenses are within budget limits and/or fiscal practices are followed.
- Participates in meetings, workshops and seminars (e.g. Early Childhood Standards Committee, inter and intra district committees, community and public agencies, seminars, conferences, etc.) for the purpose of conveying and/or gathering information.
- Performs personnel administrative functions (e.g. hiring, counseling, training, supervising, evaluating, providing professional development opportunities, etc.) for the purpose of maintaining necessary staffing and enhancing productivity of staff.
- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.
- Prepares a wide variety of materials (e.g. evaluations, student activities, correspondence, etc.) for the purpose of documenting activities, providing written reference, and/or conveying information.

- Prepares written materials (e.g. reports, memos, letters, etc.) for the purpose of documenting activities, providing written reference, and/or conveying information.
- Prepares a variety of communication for all Early Childhood (e.g. staff, parent and volunteer handbooks; monthly newsletters, emails, etc.) for the purpose of ensuring information is shared with all program participants.
- Presents information (e.g. budget overviews, accounting processes, distribution formulas, etc.) for the purpose of communicating information, gaining feedback and ensuring adherence to established internal controls.
- Provide consultation and professional learning opportunities to administrators and early childhood teachers and staff for the purpose of ensuring that classrooms are developmentally appropriate and academically engaging.
- Represents the school within community forums for the purpose of maintaining ongoing community support for educational goals and/or assisting with issues related to school environment.
- Researches alternate funding sources for the purpose of maintaining the efficient operation of the school.
- Serves as district liaison for the purpose of representing the district to county/state child welfare and attendance agencies.

Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the Early Childhood department.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, technical tasks with a need to periodically upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: utilizing conflict resolution techniques; operating standard office equipment including pertinent software applications; planning and managing projects; and preparing and maintaining accurate records; conducting interviews; conducting meetings; enforcing rules and regulations; facilitating meetings; using pertinent software applications.

KNOWLEDGE is required to perform algebra and/or geometry; review and interpret highly technical information, write technical materials, and/or speak persuasively to implement desired actions; and analyze situations to define issues and draw conclusions. Specific Knowledge based competencies required to satisfactorily perform the functions of the job include: pertinent codes, policies, regulations and/or laws; Knowledge of new trends and publications in the bilingual curricular area; pertinent laws, statutes, rules, regulations, and collective bargaining agreements affecting the operation of the Early Childhood programs; stages of child development; practices of personnel administration; principles of negotiation/arbitration; school safety and security practices; Knowledge of best practices relating to curriculum, instruction, and social emotional learning.

ABILITY is required to schedule a number of activities, meetings, and/or events; gather, collate, and/or classify data; and use job-related equipment. Flexibility is required to independently work with others in a wide variety of circumstances; analyze data utilizing defined but different processes; and operate equipment using standardized methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with a variety of data; and utilize job-related equipment. Independent problem solving is required to analyze issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is limited to moderate. Specific Ability based competencies required to satisfactorily perform the functions of the job include: building and maintaining relationships; communicating with diverse groups; maintaining confidentiality; dealing with changing priorities; working under frequent interruptions; working as part of a team; and working with detailed information.; meeting deadlines and schedules; plan, organize, assign, and review the work of subordinate staff; setting priorities; use available technology resources (laptop, desktop, blackberry, etc.).

Responsibility

Responsibilities include: working independently under broad organizational guidelines to achieve unit objectives; managing multiple departments; Utilization of significant resources from other work units is routinely required to perform the job's functions. There is a continual opportunity to significantly impact the organization's services.

Work Environment

The usual and customary methods of performing the jobs functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling some stooping, kneeling, crouching, and/or crawling and

significant fine finger dexterity. Generally the job requires 60% sitting, 20% walking, and 20% standing. The job is performed under minimal temperature variations and under conditions with some exposure to risk of injury and/or illness. .

Experience: Job related experience with increasing levels of responsibility is required.

Education: Masters degree in job-related area.

Equivalency:

- Valid Illinois Administrative endorsement
- Administrative experience
- Proven success in early childhood and family education, and after-school programming
- Strong knowledge and commitment to culturally relevant curriculum and teaching and, preferably, experience in a diverse, multi-ethnic school district.

Required Testing:

TB Test

Certificates and Licenses

Professional Educators License

Continuing Educ. / Training:

Maintains Certificates and/or Licenses

Clearances

Criminal Justice Fingerprint/Background Clearance
Pre-Placement Medical Clearance
Tuberculosis Clearance

FLSA Status

Exempt

Approval Date

Salary Grade