



Lapeer County Intermediate School District JOB DESCRIPTION

Director of Early Childhood

Employee Group:	Administrator
Level:	
FLSA:	Exempt
Department:	Early Childhood
Supervisor:	Director of Special Education

Position Summary

The Director of Early Childhood will lead and foster relationship-based early childhood systems, services, and supports, with a focus on supervising and evaluating Lapeer County ISD Early Childhood grants and activities. This role includes strengthening collaborative efforts with community partners to enhance young children's school readiness. The Director is tasked with advocating for the Early Childhood agenda, ensuring that young children and their families have equitable access to opportunities necessary for academic and life success. This role emphasizes strategic leadership in promoting and sustaining the Early Childhood mission.

Qualifications

Education

1. Required: Master's Degree (MA) required: focus in Early Childhood Education, Educational Leadership or related field.
2. Required: Valid State of Michigan Teaching Certificate or LARA fully licensed.
3. Preferred: Valid State of Michigan administrator certificate

Certification(s)

1. Required: Current Michigan Special Education credential recognized by the Michigan Department of Education (MDE) as specified in the Michigan Administrative Rules for Special Education (MARSE)

Work Experience

1. Required: Minimum of three (3) years of experience providing or leading early childhood (Age 0 – Grade 3) education services required, 5+ years preferred.
2. Demonstrated experience in leading and managing teams to achieve goals.
3. Experience organizing and providing professional development activities and community events

Knowledge

1. Early Childhood programs and related community services (e.g., health, mental health, and human services)
2. State and Federal Early Childhood and Special Education rules and regulations
3. BuildUp Michigan
4. Other: financial management, NexSys, grant writing, collecting and analyzing data, and marketing

Essential Job Duties and Responsibilities

1. Oversee the administration of the Great Start Readiness Program (GSRP)

2. Oversee administration of Early On® in accordance with State guidelines
3. Provide the following support to ensure high-quality, developmentally-appropriate Early Childhood programs are operated in Lapeer County:
 - a. Consult with staff from local Early Childhood programs, such as Early Childhood Special Education (ECSE), Head Start, and local private and public preschool program
 - b. Coordinate professional development on a countywide basis for staff from local districts, parents/guardians, and colleagues
 - c. Assess local district need and continuously evaluate the effectiveness of Early Childhood programs and services
 - d. Seek additional Early Childhood grants as available/needed
4. Serve as the Supervisor of Early Childhood staff
5. Serve as a member of the Lapeer County Special Education Administrative group
6. Coordinate BuildUp Michigan for Lapeer County
7. Coordinate and facilitate Early Childhood meetings (e.g., GSRP, Early On®)
8. Maintain regular communication with and ensure the involvement of members of the local Early Childhood community
9. Produce quality work by being thorough and paying attention to detail
10. Report for work on-time as scheduled
11. Perform duties and responsibilities in accordance with District policies
12. Perform other related duties and responsibilities as assigned

Skills

Strong written and verbal communication skills to support effective collaboration, paired with excellent organizational and interpersonal abilities. In addition, strong analytical and problem-solving skills with a customer-focused approach for delivering high quality service.

Abilities

Demonstrates the ability to effectively prioritize and manage multiple tasks while taking initiative and working both independently and collaboratively. Exercises sound judgment, particularly when handling confidential information, and consistently meets timelines and deadlines. Maintains accurate records and prepares detailed reports with a high level of organization and attention to detail. Remains calm and professional in high-pressure situations, while building and sustaining positive relationships with students, parents/guardians, staff, administrators, and community partners. Utilizes current technology efficiently and adapts to evolving tools and systems. Willingness to travel throughout Lapeer County and participate in relevant statewide early childhood committees as needed. It is expected that all employees positively represent the ISD and its local districts.

Physical Requirements

Must have the physical stamina necessary to perform the essential job duties and responsibilities

Work Environment

The work environment is fast-paced and requires managing multiple priorities with accuracy and professionalism. The role involves frequent interaction with students, families, staff, administrators, and community partners, requiring strong communication skills. Work is performed both independently and collaboratively, often under pressure. Use of current technology is essential, and travel throughout the county, as well as occasional meetings outside the primary location, may be required.