

Pflugerville Independent School District - Job Description

Job Title/Position:	Early Learning Innovation and Partnerships Specialist	Department/School:	Curriculum and Innovation
Pay Information:	Educational Leadership Compensation Plan	Supervised By:	Director of Curriculum & Innovation
FLSA:	Exempt	Date Revised:	July 2025

Primary Purpose:

The Early Learning Innovation and Partnerships Specialist leads strategic development and coordination of high-quality early learning opportunities across PfISD, with a focus on Pre-K and community-based partnerships. This position requires the leadership acumen of a child care center director, with operational, business, and enrollment programming knowledge to drive systems-level improvements. The Specialist must proactively identify needs, take initiative, manage complex tasks, advocate for early education. This role is vital to expanding access, aligning early childhood systems, and supporting PfISD's post-graduation readiness goals.

Qualifications (Education/Certification/Experience):

Bachelor's degree in Early Childhood Education, Child Development, Education Administration, or related field (Master's preferred). Director-level experience in child care, early education center, or related program management preferred. Demonstrated ability to anticipate operational needs, drive project timelines, and follow through in high-pressure situations. Experience working with or managing early learning or afterschool program operations (enrollment, compliance, quality assurance). Strong interpersonal and organizational skills.

Major Responsibilities:

Strategic Program Leadership & Community Partnerships

1. Lead coordination of early learning partnerships, including collaboration with private child care centers, Head Start, and community agencies
2. Anticipate system needs and develop scalable strategies to grow and align PfISD's early education footprint
3. Represent PfISD in community coalitions and statewide early learning initiatives
4. Facilitate data-informed decision-making to improve program access, quality, and sustainability

Enrollment & Operational Support

5. Monitor enrollment trends and operational systems to ensure equitable access to early learning
6. Lead cross-functional collaboration with departments such as Student Services, PEIMS, Special Programs, and Communications to streamline registration and eligibility processes
7. Oversee systems to track Pre-K seat availability, usage, and waitlists across PfISD and partner sites

Curriculum & Instructional Oversight

8. Provide instructional support and quality assurance for Pre-K programs in both district-run and partner settings
9. Support fidelity of curriculum implementation aligned with the Texas Prekindergarten Guidelines
10. Conduct walk-throughs, offer coaching, and collaborate on improvement plans for instructional quality in both district-run and partner settings

Professional Development & Capacity Building

11. Facilitate training and ongoing development for Pre-K staff, partner providers, and district personnel
12. Design and lead workshops related to program operations, compliance, instructional strategies, and enrollment procedures
13. Provide leadership coaching and operational guidance to child care center and site-based leaders

Assessment, Compliance & Continuous Improvement

14. Ensure alignment with local, state, and federal regulations for early education programming
15. Support use of data (e.g., CLI Engage, TX-KEA, enrollment analytics) to improve access and outcomes
16. Track key performance indicators and escalate barriers to leadership when needed to maintain program momentum

Other

17. Follow the Educator Code of Conduct & all policies, procedures, laws and State/Federal regulations.
18. Perform other duties as assigned.

Special Knowledge/Skills:

- Deep knowledge of early childhood education programs and compliance
- Operational and systems-thinking mindset, with ability to optimize programs through data and strategy
- Strong leadership, initiative-taking, and project management skills
- Ability to navigate complex stakeholder environments (internal departments, external partners)
- Clear, collaborative, and solutions-focused communicator
- Ability to manage competing priorities with professionalism and urgency

Supervisory Responsibilities:

No direct supervisory responsibilities. Guidance and direction to subject area teachers and staff members regarding program area.

Working Conditions (Mental Demands/Physical Demands/Environmental Demands):

Maintain emotional control under stress. Prolonged use of computer; work regularly requires work outside the normal workweek; coordination of multiple projects; must be able to push, pull, lift, and/or carry at least 30 lbs.; work with frequent interruptions.

The foregoing statements are intended to describe the general nature and level of work being performed by employees assigned to this job title. They are not intended to be construed as an exhaustive list of all responsibilities, duties, knowledge, skills, and abilities required.

Employee's Signature: _____

Date: _____

Employee's Printed Name: _____