

SALEM-KEIZER PUBLIC SCHOOLS JOB DESCRIPTION

6/21	DIRECTOR, EARLY CHILDHOOD EDUCATION	3.13.10
Effective Date	Job Title	Index

1. Primary Function: Plans and administers the development, implementation, and evaluation of the Oregon Head Start Prekindergarten Program, Even Start, Early Childhood, and the CACFP Food Program.

2. Assigned Responsibilities:
 - 2.01 Supervises and evaluates directly Head Start Prekindergarten staff.
 - 2.02 Directs and/or coordinates the implementation and operation of the program by providing technical assistance and counsel.
 - 2.03 Plans, develops, and supervises required components within the policies, performance standards, and rules and regulations of the School Board, Superintendent, Oregon Board of Education, and state and federal government regulations, including curriculum, teaching materials, and methods necessary to meet the requirement of Oregon’s Education Act for the 21st Century. Interprets policy for District staff.
 - 2.04 Controls budget expenditures of the program.
 - 2.05 Directs preparation of grant applications/proposals and evaluation reports for the program and appears before School Board, Grantee Administration and Community Partners as needed to facilitate funding.
 - 2.06 Evaluates program progress by reviewing and monitoring all project activities and assists in the preparation of assessment and evaluation procedures.
 - 2.07 Organizes and prepares federal and state reports and other correspondence as required by the United States and Oregon Departments of Education.
 - 2.08 Builds and maintains positive professional communication with program staff, school staff, parents and agencies.
 - 2.09 Serves on various agency advisory boards, as assigned.
 - 2.10 Provides technical assistance to District staff related to early education programs, including program development, instructional services, instructional materials, and facilitation.
 - 2.11 Coordinates the collection of student data for program assessment and reporting related to program(s) supervised.
 - 2.12 Evaluates the effectiveness of early education programs through specified evaluation procedures and through consultation with District personnel.
 - 2.13 Makes recommendations for improving early education programs and services.
 - 2.14 Develops, negotiates, and manages contracts and agreements between the District and other agencies.
 - 2.15 Plans, writes, implements and evaluates state and federal grants.
 - 2.16 Keeps abreast of all existing and emerging District, state, and federal policies, guidelines and regulations in order to maintain high academic standards for all students.
 - 2.17 Makes staff assignments, selects, recommends hiring and termination, renewal or non-renewal of contracts for licensed staff, and recommends employment status for classified staff.
 - 2.18 Coordinates evaluation of all program staff including classified and licensed, following EPIC guidelines for licensed staff, which incorporates Professional Growth Plans and Performance Goal(s) which relate to building CSIP goals.

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- 2.19 Maintains continuous two-way communications with parents and community groups to ensure a better understanding of school reform programs, student Benchmark achievement, CSIP goals and community needs.
- 2.20 Establishes and maintains an operating budget within the allocated program budget; monitors fiscal records, and controls expenditures within approved budgets.
- 2.21 Establishes and maintains staff evaluation records, and counsels and advises students, staff, and parents on personnel-related matters.

3. Major Planning Requirements

- 3.01 Develops short- and long-term planning for program goals and assessment.
- 3.02 Develops plans to ensure that instructional programs result in educational progress in all curriculum areas at all grade levels consistent with established guidelines, goals, and objectives.

4. Key Relationships

- 4.01 Assistant Superintendent: Reports to this position.
- 4.02 Program staff, school staff: Joint planning and support.
- 4.03 Co-coordinators and school principals.
- 4.04 Outside agencies: Coordinates program or services with them as required by the position.
- 4.05 Parents: Keeps them informed on program goals, objectives, programs, and activities.

5. Minimum Qualifications:

- 5.01 Master's Degree.
- 5.02 Experience: Five years of teaching experience or five years of administrative service or a combination thereof.
- 5.03 Valid Oregon Administrator License.

6. Minimum Term of Employment: 230 Days

7. Salary Level: Grade 7.

8. Working Conditions:

This position generally works in an office environment with frequent visits to school buildings.