

Recovery School District Job Description

Job Title: Director of Early Childhood Programs

Reports to: Executive Director of Elementary Schools

Job Responsibilities:

1. Plans, implements and evaluates assigned State and Federal Pre Kindergarten (Pre-K) programs through third grade, including LA 4, Title I, Head Start and others. Duties also include preparing applications for funding and coordinating registration procedures.
2. Supports the implementation of differentiated curriculum, standards instruction and assessments for PK - 3; ensures that children have all the opportunities to learn and achieve in appropriate environments.
3. Maintains current knowledge of State and Federal legislation and regulations affecting early childhood programs.
4. Oversees the day-to-day management of PreK-3 programs; collaborates with principals and site staff to meet their needs and those of the children they oversee.
5. Supervises the performance of assigned personnel; interviews and selects employees, recommends transfers, reassignment, disciplinary actions and termination.
6. Coordinates Program Quality Reviews as well as other reports covering ongoing training of staff, development and organization of site reviews, ongoing communication between reviewers and staff, and parental involvement; uses reviews to articulate and implement appropriate recommendations for change.
7. Evaluates and coordinates needs-based professional development activities such as in-services for teachers, instructional assistants, parent leaders and other staff.
8. Prepares and maintains a variety of narrative and statistical reports, records and files related to assigned activities and personnel.
9. Develops and prepares the budgets for assigned PreK-3 programs; analyzes and reviews budgetary and financial data; controls and authorizes expenditures in accordance with established limitations; reviews and assists with budget requests and approvals to assure equity of resources at assigned sites.
10. Operates a computer, has knowledgeable use of excel and assigned software programs; operates other office equipment as assigned; drives a vehicle to various school sites to conduct work.
11. Attends and conducts a variety of meetings as assigned; represents the District at assigned group meetings and through professional and District committees.
12. Performs related duties as assigned.

Minimum Qualifications:

1. Master's Degree in Early Childhood Education or related field, Louisiana teaching certificate; Kindergarten, Early Childhood, Louisiana Non-categorical Preschool or Early Interventionist Certification.
2. A minimum of five (5) years of successful professional school experience.

Knowledge, Skills and Abilities:

1. Skill in budget preparation and control.
2. Certification in principles and practices of administration, supervision and training.
3. Work with diverse communities and school groups.
4. Analyze situations accurately and adopt an effective course of action.
5. Meet schedules and timelines.
6. Work independently.

Working Conditions

This position works in an office setting, in a climate controlled environment.

