



Poudre School District

HUMAN RESOURCES DEPARTMENT

JOB DESCRIPTION

Job Title: Assistant Director of Early Childhood Learning Days: 223
 Job Family: Administration Pay Range: N
 Prepared/Revised Date: April 25, 2018 Job Code: 10425

SUMMARY: Responsible for the District’s Early Childhood Education (ECE) child and family learning, assuring effective collaboration with district departments and services. Responsible for implementing all local, state, and federal statutes, rules, policies, and administrative directions pertaining to early childhood education. Responsible for directing classroom and home curriculum and instruction for the purpose of increasing student achievement. Knowledgeable of current research in early childhood curriculum, instruction, and assessment. Responsible for systems and records relating to ECE curriculum, instruction, and assessment.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Description of Job Tasks	Frequency	% of Time
	Daily = D Weekly = W Monthly = M Quarterly = Q Annually = A	On an annual basis, e.g. 10 hours of a 40 hour work week = 10/40 = 25%
1. With the ECE Director, Assistant Director of Operations, and the ECE leadership team, plan implement, and monitor all district services relating to the ECE program.	D	15%
2. Administer local, state, and federal statutes, rules, regulations, policies, and administrative directives pertaining to curriculum, instruction and assessment services for the ECE program.	D	10%
3. Supervise and monitor effective instructional practices, develop professional development trainings and opportunities for ECE staff members, aligning ECE program with the District’s goals and initiatives.	D	10%
4. Assess quality of classroom instruction by monitoring, being visible, conducting regular observations and walk-throughs, communicating and creating a clear behavior structure and atmosphere. Supervise and monitor operating and administrative procedures to ensure effective program operation, compliance and progress on ECE goals.	D	10%
5. Provide assistance to the ECE Director, and on-site assistance to building principals, district departments, and staff in effectively implementing the ECE program.	D	10%
6. Using language and culture skills as appropriate, facilitate oral and written communication between staff, ECE students and/or ECE families for the purpose of evaluating situations, solving problems, and resolving conflicts.	D	5%
7. Supervise, assess, and monitor student and family performance using objective and verifiable information, including standardized, criterion-referenced, and educator-developed assessments. Contribute valid and objective instructional data to and implement all portions of the Program Planning Cycle and all ECE grants.	W	13%
8. Manage instructional spending and provide accurate monthly reports from all applicable budgets according to district policies and procedures.	M	5%
9. Supervise and evaluate instructional staff, and in the absence of the ECE Director, supervise the ECE program. Make staffing decisions, job assignments, and hire staff in accordance with district policies and funder requirements for governance.	M	10%



10. Represent the ECE program at federal, regional, state, local meetings and task forces as assigned by the ECE Director. Participate in program governance regularly.	M	5%
11. Collaborate with district departments, schools, staff, and local agencies regarding the ECE program. Regularly facilitate multi-stakeholder groups to ensure that family and staff suggestions are included in ECE program design and operations.	M	5%
12. Attend work and arrive in a timely manner.	D	1%
13. Perform other duties as assigned.	Ongoing	1%
	TOTAL=	100%

EDUCATION AND RELATED WORK EXPERIENCE:

- Master’s degree in Early Childhood or related field plus additional coursework required for licensure
- 5-7 years of experience in classroom and instructional leadership
- At least two years’ experience with Office of Head Start programs, procedures, regulations, compliance standards and best practices

LICENSES, REGISTRATIONS or CERTIFICATIONS:

- Colorado Principal License
- Health and Human Services Large Center Director Qualifications
- Valid Colorado driver’s license
- CPR and First Aid training (may audit the course)

TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:

- Ability to communicate both verbally and in writing with children, parents and staff
- English language skills
- Interpersonal relations skills
- Math skills
- Customer service and public relations skills
- Critical thinking and problem-solving skills
- Bilingual oral and written communication skills preferred
- Ability to maintain confidentiality in all aspects of the job
- Ability to manage multiple priorities
- Ability to manage multiple tasks with frequent interruptions
- Knowledge of program and grant management
- Ability to write effective grant proposals
- Ability to create, present and manage budgets
- Ability to maintain honesty and integrity in all aspects of the job
- Ability and willingness to adhere to attendance requirements, including regular and punctual employee presence
- Ability to promote and follow Board of Education policies, Superintendent policies and building and department procedures
- Ability to communicate, interact and work effectively and cooperatively with people from diverse ethnic and educational backgrounds
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment and report unsafe conditions to the appropriate administrator

MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:

- Operating knowledge of and experience with Microsoft Word, Excel, PowerPoint, Publisher, Outlook, and/or other department software packages
- Operating knowledge of and experience with typical office equipment, such as telephones, copier, fax machine, E-mail, etc.



REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

	POSITION TITLE	# of EMPLOYEES
Direct reports:	EC Licensed Educators	20+

PHYSICAL REQUIREMENTS & WORKING CONDITIONS: *The physical demands, work environment factors and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand			X	
Walk			X	
Sit			X	
Use hands to finger, handle or feed		X		
Reach with hands and arms		X		
Climb or balance	X			
Stoop, kneel, crouch, or crawl	X			
Talk				X
Hear				X
Taste	X			
Smell	X			

WEIGHT and FORCE DEMANDS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds		X		
Up to 25 pounds		X		
Up to 50 pounds	X			
Up to 100 pounds	X			
More than 100 pounds	X			

MENTAL FUNCTIONS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare				X
Analyze				X
Communicate				X
Copy			X	
Coordinate				X
Instruct			X	
Compute		X		
Synthesize		X		
Evaluate			X	
Interpersonal Skills				X
Compile			X	
Negotiate			X	

WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)	X			
Work near moving mechanical parts	X			
Work in high, precarious places	X			
Fumes or airborne particles	X			
Toxic or caustic chemicals	X			
Outdoor weather conditions	X			



WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Extreme cold (non-weather)	X			
Extreme heat (non-weather)	X			
Risk of electrical shock	X			
Work with explosives	X			
Risk of radiation	X			
Vibration	X			

VISION DEMANDS:	Required
No special vision requirements.	X
Close vision (clear vision at 20 inches or less)	
Distance vision (clear vision at 20 feet or more)	
Color vision (ability to identify and distinguish colors)	
Peripheral vision	
Depth perception	
Ability to adjust focus	

NOISE LEVEL:	Exposure Level
Very quiet	
Quiet	
Moderate	X
Loud	
Very Loud	