



Poudre School District

HUMAN RESOURCES DEPARTMENT

JOB DESCRIPTION

Job Title: **Early Childhood Director**
Job Family: **Certified Administrative**
Prepared/Revised Date: **January 1, 2018**

FLSA Status: **Exempt**
Pay Range: **J**
Job Code: **10407**
Days: **260**

SUMMARY: Responsible for providing vision, management and leadership for the district’s early childhood education program assuring effective collaboration with all district departments and services. Responsible for interpreting and administering all local, state and federal statutes, rules, policies and administrative directions pertaining to early childhood education. Serve as liaison for the Poudre School District (PSD) Early Childhood programs (including Head Start and Early Head Start) and the Office of Head Start and Regional VIII office. Prepare grant applications including Head Start continuation grant and Colorado Preschool Program application coordinating with Policy Council, Board of Education, and PSD fiscal management. Evaluate Early Childhood Program licensed staff and program coordinators.

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
1. Plan, implement and monitor all district services relating to early childhood education programs (ECE).
2. Interpret and administer local, state and federal statutes, rules, regulations, policies and administrative directives pertaining to services for ECE.
3. Articulate effective instructional practices by identifying best practices, developing and implementing strategic improvement plans, develop professional development trainings and opportunities, and aligning ECE programs with district goals and initiatives.
4. Assess quality of classroom instruction by monitoring, being visible, conducting regular observations and walkthroughs, communicating and creating a clear behavior structure and atmosphere.
5. Plan, manage and monitor all ECE budgets and applications for state and federal funds.
6. Manage human resources including staffing decisions and job assignments based on program needs and resources. Provide oversight on the hiring, supervision and evaluation of ECE staff in accordance with district policy.
7. Collect and analyze data and prepare reports required by federal, state and local authorities.
8. Represent ECE program at local, regional and state meetings, task forces and other functions.
9. Provide on-site assistance to building principals and staff in school improvement and staff development.
10. Integrate district ECE programs with local agencies and with similar community programs and participate on local agency boards in order to promote collaboration.
11. Maintain appropriate communication channels with parents and community member/ organizations.
12. Perform other duties as assigned.



EDUCATION AND RELATED WORK EXPERIENCE:

- Master’s degree in Early Childhood Education or related field plus additional coursework required for certification or licensure. Experience in Special Education preferred
- Five years of experience teaching and/or managing Early Childhood Programs
- Minimum of three years experience in fiscal program management
- Equivalent combination of education and experience acceptable

LICENSES, REGISTRATIONS or CERTIFICATIONS:

- Criminal background check required for hire
- Colorado Principal or Administrator’s License
- Valid Colorado driver’s license

TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:

- Knowledge of legal issues and requirements related to Special Education, the Colorado Preschool Program (CPP) and the Colorado Department of Human Services (CDHS)
- Advanced knowledge of ECE instructional practices and delivery
- Demonstrated skills in data collection and analysis, project planning and evaluation
- Demonstrated skills in working with district staff, parents and students on issues related to planning, discipline and curriculum implementation
- Oral and written communication skills
- Interpersonal relations skills
- Personal computer and keyboarding skills
- Ability to frequently travel among district facility locations
- Demonstrated ability to work with a diverse student and employee population
- Demonstrated ability to work with collegially with building principals
- Critical thinking and problem-solving skills
- Ability to maintain confidentiality in all aspects of the job
- Ability to manage multiple priorities
- Knowledge of budget development and analysis
- Ability to participate and work in a team environment
- 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 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:

- Personal computers and peripherals
- Operating knowledge of and experience with student information systems
- Operating knowledge of and experience with Microsoft Word, Excel, PowerPoint, Outlook, and/or other software packages

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

	POSITION TITLE	# of EMPLOYEES
Reports to:	Assistant Superintendent of Elementary Schools	
Direct reports:	Licensed employees	
	Classified employees	



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			
Extreme cold (non-weather)	X			
Extreme heat (non-weather)	X			
Risk of electrical shock	X			
Work with explosives	X			



WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Risk of radiation	X			
Vibration	X			

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

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