

JOB DESCRIPTION

TRENTON
BOARD OF EDUCATION
DIRECTOR
Director of Early Childhood Education

JOB TITLE: **DIRECTOR OF EARLY CHILDHOOD EDUCATION**

REPORTS TO: Assistant Superintendent, Elementary

SUPERVISES: Staff assigned to the Early Childhood Department

NATURE AND SCOPE OF JOB:

Supervises the development, organization, implementation, coordination, and evaluation of the Early Childhood and Preschool instructional programs to ensure that all students will meet or exceed the State Core Curriculum Content Standards.

QUALIFICATIONS:

The Director of Early Childhood Education shall:

1. Hold a New Jersey administrative certification with a school administrator or principal endorsement
2. Hold a Master's Degree (preferably in Education) from an accredited college or university
3. Have a minimum of five years of administrative experience with Early Childhood education
4. Demonstrated knowledge and understanding of early childhood education, curriculum development and program evaluation, child growth and development, effective instructional strategies, classroom management, learning assessment and diagnosis, and research related to learning of young children
5. Hold and maintain a valid driver's license with no serious violations
6. Demonstrate excellent organization skills
7. Demonstrate the ability to motivate people
8. Have excellent integrity and demonstrate good moral character and initiative
9. Exhibit a personality that demonstrates enthusiasm and interpersonal skills to relate well with students, staff, administration, parents and the community
10. Demonstrate the ability to communicate effectively in English both orally and in writing, including Standard English usage, grammar and vocabulary
11. Demonstrate the ability to use technology for word processing, data management, presentations and telecommunications
12. Provide proof of U.S. citizenship or legal resident alien status by completing Federal Form I-9 in compliance with the Immigration Reform and Control Act of 1986
13. Provide evidence that a criminal record history check has been conducted and clearance has been given by the Department of Education in accordance with N.J.A.C. 18A:6-7.1
14. Provide evidence that health is adequate to fulfill the job functions and responsibilities with reasonable accommodation in accordance with N.J.A.C. 6:3-4A.4
15. Pass the State required Mantoux Intradermal Tuberculin Test as required by N.J.A.C. 6:3-4A.4
16. Meet such alternatives to the above qualifications as the Superintendent may find appropriate and acceptable.

EMPLOYMENT TERMS:

The Director of Early Childhood Education shall be employed under the following terms:

1. Work year of twelve months
2. Salary, benefits and leave time as specified in the TASA Collective Bargaining Agreement
3. Conditions established by laws and codes of the State and policies, rules and regulations established by the Board of Education (N.J.S.A 18A:27-4 et seq.).

JOB FUNCTIONS AND RESPONSIBILITIES:

The Director of Early Childhood Education shall:

1. Establish and promote high standards and expectations for students and staff assigned to Early Childhood and Preschool programs.
2. Plan, organize, implement, supervise, coordinate and evaluate Early Childhood programs. Ensure that each student will meet and exceed the Core Curriculum Content Standards, consistent with the mission, philosophy, values, and instructional goals of the district, and meeting all laws, codes, Board policies and regulations. Director of the program shall implement:
 - a. Community planning process to enable the integrated and efficient provision of services to preschool students
 - b. Ensuring class size requirements are met
 - c. Use of data to identify student and instructional needs
 - d. Clear procedures for the operation and functioning of the various programs
 - e. Curriculum development to meet the Core Curriculum Content Standards
 - f. Vertical and horizontal articulation of skills and content sequence
 - g. Coordination among the Core Curriculum Content areas
 - h. Consistent and regular program evaluation
 - i. Personnel supervision and evaluation
 - j. Orientation and assistance for new staff member and substitutes
 - k. Communications among staff
 - l. Staff development to expand and improve skills
 - m. Analysis of assessment to improve instruction
 - n. Resource and personnel scheduling
 - o. Coordination and close working relationships with State and County officials, and with colleagues in other school district
 - p. Evaluation and selection of instructional materials and equipment
 - q. Budget development and implementations
 - r. Application for grants and monitoring grants
 - s. Compliance with all State and Federal mandates
3. Collect and analyze data regarding the performance and experiences of all students and other pertinent information affecting the design implementation of services and programs, using the information to recommend new programs and modifications in existing programs
4. Ensure coordination of services and articulation between the early childhood and elementary levels of the instructional program by communicating frequently with instructional supervisors, and principals on the grades K-5 level.
5. Coordinate opportunities for community leaders to provide advice and support to the early childhood programs
6. Provide leadership and coordination in the development of early childhood curriculum and the implementation of the instructional program
7. Shall oversee the evaluation programs and preschool provider programs on a regular basis to encourage the use of a variety of instructional strategies and materials consistent with research on early childhood learning and child growth development

8. Organize and implement a system for the evaluation and selection of equipment and instructional materials that are free of prejudice and stereotyping and designed to meet the Core Curriculum Content Standards, using staff identified criteria reflecting the needs of the programs
9. Supervise personnel assigned to ensure that all responsibilities are met and exceeded. Evaluate lesson plans and observe classes on a regular basis.
10. Develop with the individual staff members a Professional Improvement Plan (PIP)
11. Ensure that personnel evaluation procedures are accomplished in a fair and consistent manner that encourages accountability, growth and excellence, in accordance with law, board policy, and contractual requirements. Recommend to Assistant Superintendent the renewal, dismissal, withholding of increment, promotion or other actions for all personnel assigned, following established procedures and timelines.
12. Recommend staffing needs and assist with the recruitment and selection of new personnel
13. Provide opportunity for effective staff development that addresses the needs of the instructional program, including workshops, conferences, visitations, demonstrations lessons and sessions in which the staff shares successful practices and strategies
14. Protect confidentiality of records and information gained as part of exercising professional duties and use discretion in sharing such information within legal confines
15. Identify and provide support for parents to enhance and extend the school learning experiences of children at home. Plan and coordinate parent support sessions, including strategies, care and nurturing, and proper nutrition
16. Monitor instructional areas to ensure that the facilities that support instruction are attractive organized, functional, healthy, clean, and safe, with proper attention to the visual, acoustic, and thermal environments. Ensure compliance with all State health and Education requirements for early childhood education facilities
17. Keep the staff informed about the instructional program and services and seek ideas for the improvement of instruction. Conduct meetings as necessary for the proper functioning of the instructional programs
18. Recommend budgets to support the instructional program
19. Coordinate the purchasing of instructional materials and equipment following district procedures and guidelines
20. Oversee and monitor the retention of students as they transition to Kindergarten
21. Perform other duties as determined by the Superintendent or designee.

EVALUATION

The Director of Early Childhood Education shall be evaluated in accordance with Board of Education Policy.