

STOCKTON UNIFIED SCHOOL DISTRICT

ADMINISTRATOR OF EARLY CHILDHOOD EDUCATION/ SCHOOL READINESS

DEFINITION

Plan, organize, coordinate and evaluate a comprehensive pre-school program for the Stockton Unified School District. Integrate the work of the department into the total educational program of the District in an effort to achieve maximum results from the instruction provided. Direct implementation of local, state and federal programs in related areas; and perform duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receive direction from the Assistant Superintendent, Student Support Services, and exercise general supervision over certificated and classified assigned personnel staff in these areas.

EXAMPLES OF DUTIES – Duties may include, but are not limited to, the following:

Review program, budget and staffing plans prepared by key staff in each specific area; review plans with external agencies to provide coordinated services; assure conformance with local, state and federal objectives; receive input to the plans.

Establish and implement uniform standards and procedures for organization, clerical practices and performance of functions of the staff assigned to the department.

Coordinate assigned activities with the District’s divisions to develop policies and procedures, which will serve as an integral part of the total educational program for pre-schools.

Provide leadership in the implementation of staff development programs appropriate to the needs of pre-school personnel.

Plan for the continuous evaluation and improvement of the services provided by the pre-school department.

Represent the Student Support Services Department and District in the areas of pre-school education in its cooperative relationships with community members, community agencies, K-12 level District committees and councils and personnel in other organizational units and office.

Participate in the grant writing process to pursue additional funding sources for the pre-school department.

Develop and maintain an effective system of communication with and among all pre-school personnel.

Evaluate the performance of personnel.

Perform related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Laws, rules, regulations and judicial decisions affecting the provision of services in all pre-school program areas
- Principles of governmental budgeting and expenditure control
- Public information principles and techniques
- Principles of supervision, training and program administration
- Collective bargaining agreements
- Program assessment and evaluation
- Possess oral and written communication skills at a high level

Ability to:

- Plan, organize, develop and coordinate the activities of a broad range of programs
- Analyze program activities and implement procedures which will improve the provision of services
- Ensure that programs and activities are carried out in compliance with state and federal requirements
- Serve as a liaison with a variety of community organizations
- Provide effective training and curricular development for support staff
- Prepare oral and written reports
- Make effective public presentations of program information
- Physical capability sufficient to perform job task

Education and Experience:

- Master of Arts or advanced degree from accredited college or university
- Three (3) years of administrative experience with pre-school programs
- Appropriate administrative and/or supervisory credential

License and Certificate:

- Possession of a valid California driver's license
- First Aid and CPR certificates must be obtained within sixty (60) days from date of hire

Physical Demands:

Employees in this position must have/be able to:

- See to view a computer monitor and read a variety of materials
- See, hear and speak with/without assistive devices sufficient to communicate effectively with others
- Dexterity of hands and fingers to operate a computer keyboard
- Bend at the waist
- Lift and/or carry up to 25 lbs. at waist height for short distances
- Push/pull up to 40 lbs. for short distances
- Reach overhead, above the shoulders and horizontally.

Salary Placement:

Management Team Salary Schedule

Tier 6, Range 03

12-month work year

Board Approval: 10/14/08

Management re-alignment effective 03/01/19