

CAPISTRANO UNIFIED SCHOOL DISTRICT
San Juan Capistrano, California

MANAGER II, EARLY CHILDHOOD PROGRAMS

DEFINITION

Under the direction of the Executive Director, Elementary, the Manager, Early Childhood Programs supports the educational programs of the District by directing, managing, supervising and coordinating the preschool program including state funded, fee based and transitional kindergarten programs. Supports the operational oversight of enrollment, licensing and implementation of Early Childhood Programs.

EXAMPLES OF DUTIES

The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this classification.

1. Design, plan, manage and administer early learning programs from ages zero to five including Transitional Kindergarten (TK), State and Fee-Based Preschool programs and Learning Link.
2. Ensure, review and evaluate new and current programs to determine efficiency, effectiveness, and compliance with state, local, and federal regulations.
3. Inform governmental agencies, businesses and community groups about educational needs, available programs, and program policies.
4. Participate in meetings with parents, teachers, staff members, and the general public to demonstrate or explain child development, early educational curriculum, practices, and preschool programs.
5. Attend various meetings related to early childhood education, the School Readiness Initiative, Quality Rating Improvement System and the District to comply with all State and Federal performance standards
6. Assist with the planning, organization and coordination of accountability activities, such as data compilation, storage, retrieval, and analysis.
7. Develop and manage annual program budget; direct the forecast of funds for staffing, equipment, materials, facilities and supplies.
8. Coordinate and ensure the submission of all related state and federally required reports, including compliance and State quality assurance programs and grants.
9. Review, evaluate, purchase and allocate instructional resources, supplies, and equipment to enhance programs and support schoolwide goals.
10. Develop, submit and manage grant applications, funding proposals and contracts as necessary.
11. Plan, develop, and implement effective administrative support systems and delegate appropriate areas of responsibility to subordinates.
12. Monitor and review licensing and certification requirements for facilities and staff.
13. Supervise recruitment of students in various programs.
14. Partner with site administrators providing technical expertise and assistance.
15. Collaborate with site administration on coordinating school programs, staff evaluations and performance feedback.

16. Partner with site and district office administration to provide Pre-K and TK teacher training commensurate to other teaching levels
17. Partner with Special Education and site administration on MTSS supports, SST processes, and appropriate interventions and assessments.
18. Maintain and monitor all student achievement data including State annual assessment, grades and District assessment results.
19. Support site facilitators, teachers and instructional assistants.
20. Act as Preschool Teacher in absence of staff and unavailability of substitutes as necessary.
21. Supervise and evaluate classified staff to ensure staff adhere to District, state, and federal educational and professional standards.
22. Participate in personnel management systems, including the recruitment, selection, retention, and separation of personnel.
23. Attend professional learning and conference opportunities regarding District business and other topics relevant to this position, and other professional meetings.
24. Perform other duties as assigned.

QUALIFICATIONS

Knowledge of: Applicable sections of the State Education Code and other applicable laws and collective bargaining agreements; practices and procedures of efficient organization and supervision; practices, procedures, techniques, and strategies for determining operational effectiveness; principles and practices of supervision and training; result and performance evaluation techniques pertaining to program and personnel performance effectiveness; human relations, conflict resolution strategies and team building principles and techniques; record-keeping techniques and report preparation techniques; effective oral and written communication skills; child development principles and practices, with emphasis on infant and toddler care, family life education; theories, practices, methods and techniques used in curriculum development and classroom instruction; child guidance principles and practices; current trends and research concerning the growth and development of school-age students.

Ability to: Direct, supervise and lead the functions and activities of an Early Childhood Program for a school district; demonstrate effective instructional, organizational, and administrative leadership; read, interpret, apply, and explain rules, regulations, policies, and procedures; supervise, evaluate and discipline subordinates; establish, maintain and nurture professional relationships with parents, community members, students, management, colleagues, staff and school related outside agencies; analyze and evaluate data for specific use; demonstrate organizational, time management, analytical and problem solving skills; communicate effectively both orally and in writing using tact, and diplomacy; train and instruct others in performance of their duties; understand and carry out oral and written instructions; use interpersonal skills with tact, patience and courtesy; maintain confidentiality; prioritize workload and conflicting demands; comply with the District's customer service standards, as outlined in Board Policy.

Education: Bachelor's Degree from an accredited college or university in a related field.

Experience: Five years of progressively responsible professional experience in Early Childhood Education, including two years of successful experience in a management or supervisory position. Experience in public sector or educational environment preferred.

Permit: Valid California Child Development Program Director Permit.

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