

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

**REPORTS TO: CSA**

**SUPERVISES: Students and staff assigned to the Early Childhood and Preschool Program**

**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 NJSLS.

**QUALIFICATIONS:**

The Director of Early Childhood Education shall:

1. Hold a New Jersey Administrative Certificate in accordance with the requirements of N.J.S.A. 18A:27-1 et seq., and N.J.A.C. Title 6 Chapter 11.
2. Hold a Master's Degree from an accredited college or university.
3. Have at least three (3) years of excellent administrative experience, excellent experience in teaching and/or educational services.
4. Hold a New Jersey Certificate in supervision and/or administration.
5. Demonstrate excellent leadership organizational skills and the ability to motivate people.
6. Demonstrate 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 the learning of young children.

**JOB DESCRIPTION**

**Director of Early Childhood Education**

- Exhibit a personality that demonstrates enthusiasm and interpersonal skills to relate well with students, staff, administration, parents, and the community.
- Demonstrate the ability to communicate effectively in English, both orally and in writing, using proper grammar and vocabulary.
- Demonstrate the ability to use electronic equipment for word processing, data management information retrieval, visual and audio presentations, and telecommunications.
- Meet such alternatives to the above qualifications as the Superintendent may deem appropriate, acceptable and legal.

**JOB FUNCTIONS AND RESPONSIBILITIES:**

**The Director of Early Childhood Education shall:**

- Establish and promote high standards and expectations for students and staff assigned to Early Childhood and Preschool programs.

- Plan, organize, implement, supervise, coordinate and evaluate the Early Childhood and Preschool programs of the District
- Ensure that each student will meet and exceed the NJSLs consistent with the mission, philosophy, values, and instructional goals of the district, and meeting all laws, codes, Board policies and regulations.

**Leadership of the program shall include:**

- Community planning process to enable the integrated and efficient provision of services to preschool students;
- Ensuring class size requirements
- Use of data to identify student and instructional needs
- Curriculum development to meet the Core Curriculum Content Standards;
- Vertical and horizontal articulation of skills and content sequence;
- Consistent and regular program evaluation;
- Personnel supervision and evaluation;
- Personnel recruitment and recommendations for selection when vacancies occur
- Communications among staff;
- Staff development to expand and improve skills;
- Analysis of assessments to improve instruction;
- Resources and personnel scheduling;
- Coordination of services with community agencies and resources;
- Parental support and training;
- Coordination and close working relationships with State and county officials, and with colleagues in other school districts;
- Evaluation and selection of instructional materials and equipment;
- Budget development and implementation;
- Application for grants and monitoring grants;
- Compliance with all State and federal mandates.
- Collect and analyze data regarding the performance and experiences of all students and other pertinent information affecting the design and implementation of services and programs, using the information to recommend new programs and modifications in existing programs. Share with staff the results of State and other assessments.
- Ensure coordination of services and articulation between the early childhood and elementary levels of the instructional program
- Provide leadership and coordination in the development of early childhood curriculum and the implementation of instructional program, evaluating programs and services 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 and development.