



REVISED: 07/01/2019
Submitted: 06/11/2019

JOB TITLE:	EXECUTIVE DIRECTOR EARLY CHILDHOOD
DIVISION	ACADEMIC SERVICES
SALARY SCHEDULE/GRADE:	IV, GRADE 13
WORK YEAR:	260 DAYS
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	4118
BARGAINING UNIT:	CERX

SCOPE OF RESPONSIBILITIES
Develops and implements a plan with appropriate staff for implementing a program for pre-school children that meets the requirements of state and District guidelines; provides direct supervision of the early childhood program; collaborates with District leadership and schools to assure a seamless educational transition for early childhood students into elementary school, direct the development of early childhood curriculum within the context of District goals and federal and state guidelines, ensures alignment with District vision and goals and assumes fiscal responsibility for early childhood programs and activities.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA
Develops and reviews program plans with the supervisor and District leadership that meets the requirements of state, federal, and d\District guidelines
Continually reviews and revises early childhood curriculum and programming in collaboration with District leadership and schools to ensure students are transition ready
Provides direction, supervision and evaluation of early childhood programs
Monitors program needs continuously, both educational and operations, and makes well-researched recommendations
Ensures compliance with federal and state statutes and regulations and District policies and administrative procedures
Develops budget and approves all expenditures in order to maintain budget control to assure that all functions operate within appropriated allocations
Maintains open lines of communication with Principals and other unit administrators to ensure compliance with state and federal guidelines and alignment with district vision and goals
Collaborates with appropriate District leadership to meet program needs
Evaluates staff as assigned
Performs other duties as assigned by supervisor
Completes all trainings and other compliance requirements as assigned and by the designated deadline

PHYSICAL DEMANDS
The work is primarily sedentary. The work requires the use of hands for simple grasping and fine manipulations. The work at times requires bending, squatting, reaching with the ability to lift, carry, push or pull light weights. The work requires activities involving being around moving machinery, exposure to marked changes in temperature and humidity, driving automotive equipment, and exposure to dust, fumes and gases.

MINIMUM QUALIFICATIONS
Master's degree
Three (3) years of successful leadership experience as a building principal or equivalent
Experience working with low-income children and families
Kentucky certification in administration and supervision (Principal certification)

Successful experience managing multiple funding streams
Demonstrated successful experience working with multiple partners
Effective communication skills

DESIRABLE QUALIFICATIONS
Five (5) years of experience teaching early elementary
Extensive knowledge and background in early childhood and pre-school education
Experience in diverse workplace