JOB TITLE:	MANAGER EARLY CHILDHOOD
DIVISION	ACADEMIC SERVICES
SALARY SCHEDULE/GRADE:	IV, GRADE 10
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	4240
BARGAINING UNIT:	CERX

NEW: 07/01/2020

Submitted: 05/26/2020

SCOPE OF RESPONSIBILITIES
Provides leadership to coordination of a project, program or activity having significant impact on the early childhood program routinely affecting more than one unit or department; requires adaptation and interpretation of standard practices and procedures; contacts outside the unit require exercise of judgment to obtain approval.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA
Provides leadership to coordination of a project, program or activity and evaluates staff as assigned
Develops, establishes or administers project, program or activity
Serves as liaison with other units, departments or outside agencies as required
Makes recommendations regarding implementation of project, program or activity and evaluates effectiveness as assigned
Maintains communication and works closely with District staff, local school staff and the community regarding information, developments and implementation of project, program or activity
Prepares and/or assists in preparation or reports, records and other documentation as required
Accumulates and researches data, documents and other pertinent information as required
Assures compliance with federal, state and District policy, administrative procedures and negotiated agreements as applicable to assignment
Prepares, delivers or assists with training opportunities as appropriate
Supervises and evaluates Resources Teacher Early Childhood Special Services and other 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 at times requires bending, squatting, climbing, reaching with the ability to lift, carry, push or pull light weights. The work requires the use of hands for simple grasping and fine manipulations. The work requires activities involving being around moving machinery, driving automotive equipment, exposure to marked changes in temperature and humidity and exposure to dust, fumes and gases

MINIMUM QUALIFICATIONS
Master's Degree
Three (3) years of successful experience in area of assignment
Kentucky Professional Certification in Administration and/or Supervision (Principal Certification)
Successful leadership experience
Effective communication skills

DESIRABLE QUALIFICATIONS
Experience in a diverse workplace