



NEW: Submitted:
07/01/2023 04/25/2023

JOB TITLE:	DIRECTOR EARLY CHILDHOOD
DIVISION	ACADEMIC SERVICES
SALARY SCHEDULE/GRADE:	IV, GRADE 12
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	4128
BARGAINING UNIT:	CERX

SCOPE OF RESPONSIBILITIES

Assume responsibility for the coordination of the district program and services that focus on compliance, as well as the quality of programs that meets the requirements of state and District guidelines; provide direct supervision of the district program; collaborate with District leadership and schools to ensure a seamless educational transition from early childhood through post-secondary; maintain effective communication among Jefferson County Public Schools, Kentucky Department of Education, and the community on matters relating to district programs, ensure alignment with District vision and goals and assume fiscal responsibility for district 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 District guidelines

Provides leadership in the development of processes, strategies, and feasibility planning to maximize the resources (time, Personnel, fiscal)

Provides the organization, leadership, and process to organize, create, and develop a system of assessments to measure student achievement growth and assist teachers and staff with instructional planning, re-teaching, and achievement of mastery

Evaluates the delivery of the school's educational programs

Ensures compliance with federal and state statutes and regulations and District policies and administrative procedures

Prepares and assist in the preparation of reports, records, and other documentation as required

Plans, organize, develop, and implement 2-way communication processes and systems for monitoring and performing educational audits to ensure that curriculum and departmental priorities are being appropriately pursued

Collaborates with appropriate District leadership to meet program needs

Communicates with other administrators, personnel, and outside organizations to coordinate activities and programs, resolve issues and conflicts, and exchange information; receive and respond to parent issues or concerns and make referrals as necessary

Prepares, deliver, and assist with training opportunities as appropriate

Evaluates staff as assigned

Performs other duties as assigned by supervisor

Completes all pieces of training 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 sometimes requires bending, squatting, and reaching with the ability to lift, carry, push, or pull light weights. The work may require activities involving driving automobile equipment.

MINIMUM QUALIFICATIONS
Master's degree or higher with Kentucky certification in Director of Special Education or Instructional Leadership
Three (3) years of successful leadership experience as a building principal or equivalent
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 preschool
Extensive knowledge of IDEA, Kentucky Administrative Regulations (KARs), and District policies/procedures
Experience in a diverse workplace