



REVISED: 07/01/2024
Submitted: 03/26/2024

JOB TITLE:	EXECUTIVE DIRECTOR EARLY CHILDHOOD
DIVISION	EXCEPTIONAL CHILD EDUCATION
SALARY SCHEDULE/GRADE:	IV, GRADE 13
WORK YEAR:	AS APPROVED BY THE BOARD
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 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

Regular, predictable performance is required for all performance responsibilities

This position requires reporting to the assigned JCPS worksite for collaboration, customer support, and team interaction

PHYSICAL DEMANDS

This work is conducted in an office setting. This position has inside environmental conditions with protection from weather conditions but not necessarily from temperature changes or atmospheric conditions while working on performance responsibilities.

This position requires the following physical activities rarely (up to 25% of the workweek): balancing, bending, climbing, crawling, crouching, driving, kneeling, and reaching. The following physical activities are required occasionally (up to 50% of the workweek): lifting up to 20 lbs., pulling up to 20 lbs., pushing up to 20 lbs., standing, and walking. Feeling, grasping, hearing, and talking are required frequently (up to 75% of the workweek). Repetitive motions and visual acuity are required constantly (up to 100% of the workweek).

MINIMUM QUALIFICATIONS

Master's degree or higher with a Kentucky certification in Director or Special Education or certification in School Psychology or School Counselor or Administration (Principal or Supervisor of Instruction)

Three (3) years of successful leadership experience in area of assignment

Successful experience managing multiple funding streams

Successful experience working with multiple partners

Effective communication skills

DESIRABLE QUALIFICATIONS

Kentucky teaching certification in Interdisciplinary Early Childhood Education (IECE)

Extensive knowledge and background in early childhood and pre-school education

Extensive knowledge of IDEA, Kentucky Administrative Regulations (KARs), and District policies/procedures

Experience working with low-income children and families

Experience in diverse workplace