

PROGRAM MANAGER, EARLY CHILDHOOD EDUCATION

PRIMARY FUNCTION:

Under the direction of the Assistant Superintendent, Educational Services, the Early Childhood Education Program Manager is responsible for supporting the planning, delivery, and evaluation of all aspects of the District's Early Childhood Education services, including professional development, resources and materials, program design, and data collection and analysis.

Professional Responsibilities

1. Compile and analyze data, perform basic accounting and audit services as required for documentation and program planning.
2. Implement District and other mandated policies, procedures and/or processes for the purpose of providing direction and/or complying with mandated requirements.
3. Maintain awareness and understanding of current educational trends and developments through professional literature, by attending conferences, site and District meetings.
4. Maintain personal standards of grooming and professionalism.
5. Maintain standard of promptness in carrying out assignments. Meet professional standards required of all administrators as described in the California Professional Standards for Educational Leaders.

ESSENTIAL FUNCTIONS:

1. Oversees and monitors all services provided to preschool students enrolled in the ECE programs and preschool-aged students with special education needs including Child Find.
2. Communicates with District administrators, agencies, organizations, and state and county ECE and Special Education Local Plan Area (SELPA) administrators to coordinate activities and programs, resolve issues and conflicts, and exchange information related to ECE and Early Childhood Special Education laws, policies, and procedures.
3. Oversees the development and preparation of budgets for ECE programs, analyzes and reviews budget and financial data, controls and authorizes expenditures in accordance with established policies, directs the implementation of a financial plan and process for funding support services, and facilitates budget planning.
4. Oversees the preparation of statistical and narrative reports to ensure reporting requirements are met for state and federal agencies.
5. Plans and coordinates professional development based on current research in curriculum, instruction, and assessment.
6. Ensures compliance with federal and state guidelines and laws including Individuals with Disabilities Education Improvement Act, No Child Left Behind, California State Preschool Program Title 5 guidelines, Department of Health and Human Services guidelines, Community Care Licensing regulations, and those of other funding sources such as grants and specially funded projects.
7. Establishes and monitors a supervisory accountability structure for ECE and special education classroom certificated and classified staff.

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ESSENTIAL FUNCTIONS (continued):

8. Makes recommendations regarding staffing needs for ECE programs and assists in recruitment efforts.
9. Implements an accountability system in the ECE programs aligning instruction with the California Preschool Learning Foundations, using the Desired Results assessment system(s) in addition to those determined by ECE funding streams.
10. Collaborates with site administrators to ensure quality of classroom instruction by monitoring and conducting regular observations and walkthroughs.
11. Establishes and fosters an adult learning environment by maximizing collaboration and adult learning to improve instruction.
12. Coordinates a comprehensive, multifaceted parental involvement program.
13. Participates in professional activities, conferences, and research to keep abreast of early childhood general and special education developments on the state and national levels.
14. Actively promotes communication with the community and District staff regarding programs and services for preschool-aged children.
15. Establishes linkages with governmental, regional, and community agencies to enhance preschool services.
16. Performs other duties as assigned.

Other Duties and Responsibilities

1. Function as a member of the District Management Team, performing any and all other duties as assigned by the Superintendent and Assistant Superintendent, Educational Services.
2. Promote good health and wellness practices.

QUALIFICATION STANDARDS:

Ability – Above average recommendations from administrative supervisors or other professionals who have observed the candidate's personal characteristics, scholastic attainment, ability to communicate effectively and performance.

EXPERIENCE:

Minimum five years' teaching experience in a public school setting. Supervisory experience preferred. Early childhood experience preferred.

EDUCATION/CREDENTIALS:

Valid teaching and/or Pupil Personnel Services and/or Education Specialist credential. Master's degree required, in Educational Administration or Educational Leadership preferred, and a Tier 1 Administrative Services credential.

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KNOWLEDGE AND ABILITIES:

Knowledge of:

- Oral and written English communication skills.
- Interpersonal skills using tact, patience and courtesy.

Ability to:

- Establish and maintain cooperative and effective working relationships with others.
- Work with a significant diversity of individuals and/or groups.
- Maintain confidentiality and use discretion.

WORKING CONDITIONS:

Environment:

- Indoor and outdoor work environment

Physical Abilities:

- Hearing and speaking to exchange information and make presentations
- Lifting books, materials, equipment to execute lessons and presentations
- Seeing to read, prepare and review a variety of activities and to monitor student activities