

Job Title: *Director IV - Early Childhood and Parents as Teachers*
Department: Early Childhood
Pay Grade: A150
FLSA Status: Exempt
Reports to: Executive Director of Elementary Learning

GENERAL PURPOSE

This position is responsible for directing early childhood programs and services; providing information and serving as a resource to others; achieving defined objectives by planning, evaluating, developing, implementing and maintaining services in compliance with established guidelines; and serving as a member of the leadership team.

ESSENTIAL JOB FUNCTIONS

- Directs the operations of Early Childhood programs, including Parents as Teachers, Title 1 Wonder Years, Title 1 Younger Wonders, and Shady Dell Early Childhood Center; the oversight of services and the implementation of new programs and/or processes for the purpose of providing services within established timeframes and in compliance with related requirements.
- Facilitates meetings, workshops, seminars, etc. (e.g. financial matters, regulatory requirements, community or outside agencies, interdepartmental needs, etc.) for the purpose of identifying issues, developing recommendations, supporting other staff, and serving as a District representative.
- Performs personnel administrative functions (e.g. hiring, counseling, training, supervising, evaluating, providing professional development opportunities, etc.) for the purpose of maintaining necessary staffing, enhancing productivity of staff, and ensuring necessary department/program outcomes are achieved.
- Prepares a wide variety of often complex materials (e.g. plans, budgets, funding requests, reports, analyses, recommendations, procedures, etc.) for the purpose of documenting activities and issues, meeting compliance requirements, providing audit references, making presentations, and/or providing supporting materials for requested actions.
- Presents information on a variety of topics related to administrative responsibilities (e.g. financial information, overviews of programs/services, policies and procedures, etc.) for the purpose of providing general information, training others, implementing actions, etc.
- Researches a variety of topics (e.g. grants, regulations, student achievement, community service organizations, etc.) for the purpose of being knowledgeable on trends and changes and/or making recommendations.
- Responds to inquiries of staff, district personnel, other professional organizations, etc. for the purpose of providing information and/or direction.
- Serves as a resource to district personnel and as a liaison to community agencies (e.g. district committees, interagency boards, state superintendent, etc.) for the purpose of explaining procedures conveying and/or receiving information as needed for the planning, developing and evaluating of services related to early childhood issues.
- Participates in a variety of meetings (e.g. workshops, inter and intra district committees, community and public agencies, seminars, conferences, etc.) for the purpose of conveying and gathering information regarding a wide variety of subjects required to carry out their administrative responsibilities.
- Collaborates with internal and external personnel (e.g. other administrators, auditors, public agencies, community members, etc.) for the purpose of implementing and/or maintaining services and programs.

- Compiles data from a wide variety of sources (e.g. staff, achievement data, regulatory agencies, public agencies, community, etc.) for the purpose of implementing policies and procedures and/or monitoring program components.
- Develops and manages budgets, expenditures, fund balances and related financial activities for the purpose of ensuring that allocations are accurate, revenues are recorded, expenses are compliant, within budget limits and/or fiscal practices are followed.
- Performs other related duties as required/assigned.

QUALIFICATIONS AND REQUIREMENTS

Education and Experience

- Master's Degree from an accredited college or university in Educational Administration or Educational Leadership (minimum requirement.)
- Minimum of five (5) years of job related experience with increasing levels of responsibility is required.

Certificates, Licenses and Other Special Requirements

- Must have a Missouri Teaching Certificate, Early Childhood Certification and Administrator's Credentials.
- Must have a Tuberculosis Clearance
- Must pass an ISLLC exam.
- Must pass a Criminal Background Clearance.
- Possession of a valid Driver's License, with evidence of insurability.

Knowledge, Skills, and Abilities

- Knowledge based competencies required to satisfactorily perform the functions of the job include: pertinent laws, codes, policies, and/or regulations; personnel processes; standard business practices; teaching strategies; working with families; and stages of child development.
- Knowledge of algebra and/or geometry; review and interpret highly technical information, write technical materials, and/or speak persuasively to implement desired actions; and analyze situations to define issues and draw conclusions.
- Skill to perform multiple, technical tasks with a need to routinely upgrade skills in order to meet changing job conditions.
- Skill based competencies required to satisfactorily perform the functions of the job, including: operating standard office equipment including utilizing pertinent software applications; planning and managing projects and programs; overseeing program financial activities; developing effective working relationships; preparing and maintaining accurate records; and administering personnel policies and procedures; and coordinating with other agencies.
- Ability to schedule a number of activities, meetings, and/or events; gather, collate, analyze and/or classify data; to ensure the effective and efficient operation of the Department and programs.
- Ability to work with a diverse group of individuals under a wide variety of circumstances.
- Ability to analyze issues, data, create action plans and ensure that success of Department and District strategic objectives.

- Ability to collaborate and communicate effectively with internal and external stakeholders.
- Ability to apply critical thinking/problem solving to improve work processes.
- Ability to maintain confidentiality; set priorities; meet deadlines and schedules; work with detailed information; and adapt to changing priorities.
- Ability to set high expectations for self and others; set and monitor progress toward goals; and utilize and offer effective feedback to continuously improve.
- Ability to work as part of a team; adapt to changing priorities; and apply logical processes and analytical skills.

Working Conditions and Physical Requirements

- The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling, and significant fine finger dexterity. Generally the job requires 30% sitting, 35% walking, and 35% standing. This job is performed in a generally clean and healthy environment.
- Work environment is primarily inside, where the noise and temperature levels are moderate.
- The work is light work which requires exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force to move objects.
- Must possess the physical ability to work primarily with fingers, perceive the nature of sounds, make rational decisions through sound logic and deductive processes, express or exchange ideas by the spoken word, substantial movements (motions) with the hands, wrists, and/or fingers, and discern letters or numbers at a given distance.
- Additionally, the following physical abilities are required: balancing, grasping, hearing, manual dexterity, mental acuity, reaching, repetitive motion, speaking, visual acuity and walking.