

Policy Number: JD 001	Title: Director of Early Childhood
Performance Standard: 1302.91(b)	Effective Date: 7/1/2014
USD 418 BOE Policy:	Policy Council Approval/Revision: 11/11/14 8/2017

QUALIFICATIONS:

1. A current administrator certificate issued by the Kansas State Board of Education or
2. A degree in Early Childhood or a closely related field.
3. Current certificate in early childhood or early childhood special education preferred.
4. Experience in Head Start as a coordinator or director position preferred
5. Pre-employment physical with TB skin test.
6. KBI Criminal Record Check.

REPORTS TO: Director Head Start Executive Director, Board of Education

SUPERVISES: Certified/classified employees and students of USD 418 Early Childhood Program and Marion County Early Childhood Program.

JOB GOAL: Director is responsible for the management of personnel, student services and programs in a manner, which is in compliance with the administrative practices, board of education policies, statutes and Head Start regulations to achieve a high quality Early Childhood program. The Director advocates for the Head Start families within their communities.

ESSENTIAL FUNCTIONS:

1. Advises the Policy Council & USD 418 Board of Education on the Head Start program each month. Provides monthly information regarding enrolment, program planning, budget preparation and personnel changes.
2. Supervises Assistant Directors.
3. Reviews and evaluates all programs, support services, and assigned personnel as approved by the policy and statute.

4. Supervises and directs Early Childhood office staff in day-to-day operations.
5. Ensures the program is compliant with regulations established by Head Start.
6. Prepares grants for funds and expansions.
7. Monitors budget expenditures for Head Start and Early Childhood.
8. Provides reports, data, and information as required by the superintendent, central office administrators, Head Start and the Board of Education.
9. Cooperatively assists in supervision and maintenance of buildings, grounds, and equipment that provides the necessary requirements to maintain a safe and functional facility.
10. Supervises student enrollment and placement into Early Childhood classrooms.
11. Responsible for direct contact of out of district classrooms.
12. Serve as Collaboration Facilitator –MOU's.
13. Serve as the ChildPlus administrator.
14. Provides information to the communities about Head Start and Early Childhood programs.
15. Facilitates Staffings and Collaborations with sites.
16. Advocates for low-income families in their local communities.
17. Collects information from Assistant Directors, prepares and submits the PIR to federal office.
18. Organizes the Community Needs Assessment and the Self-Assessment annually.
19. Attends USD 418 Board of Education meetings when required.
20. Develops the annual Training and Technical Assistance plan.
21. Ensures the children have appropriate learning environment to provide high quality education.

22. Monitors School Readiness. Writes the School Readiness Plan/Goals.
23. Works with Education coordinator in determining an appropriate curriculum and assessment.
24. Works with assistant directors to update and implement work plans, policies and procedures.
25. Provides Practice Based Coaching.
26. Serves on various committees.
27. Attends training as necessary.

TERMS OF

EMPLOYMENT: Two hundred and seventeen day contract with salary and benefits as determined by the negotiated agreement.

EVALUATION: Performance of job will be evaluated in accordance with board policy.

Revised: 8/2017