



NEW: 07/01/2023  
 Submitted: 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:	
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

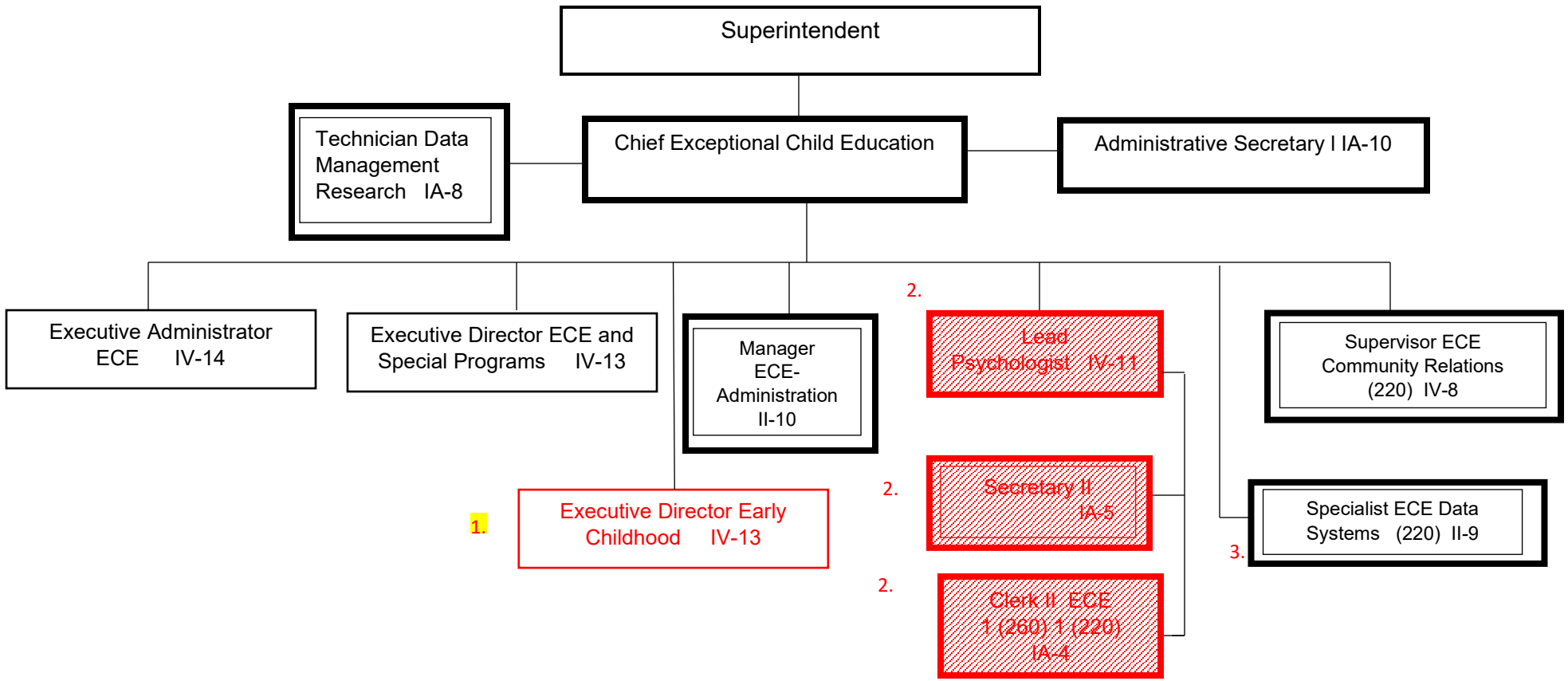
#### DESIRABLE QUALIFICATIONS

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

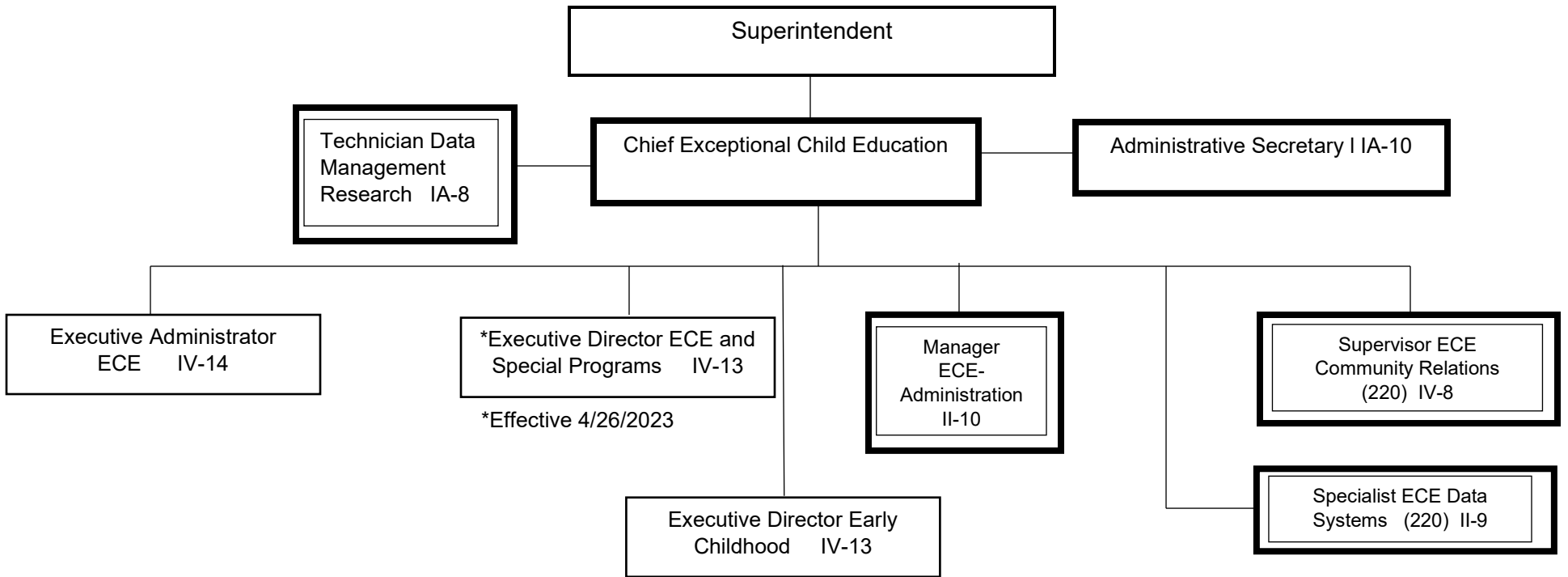
Experience in a diverse workplace



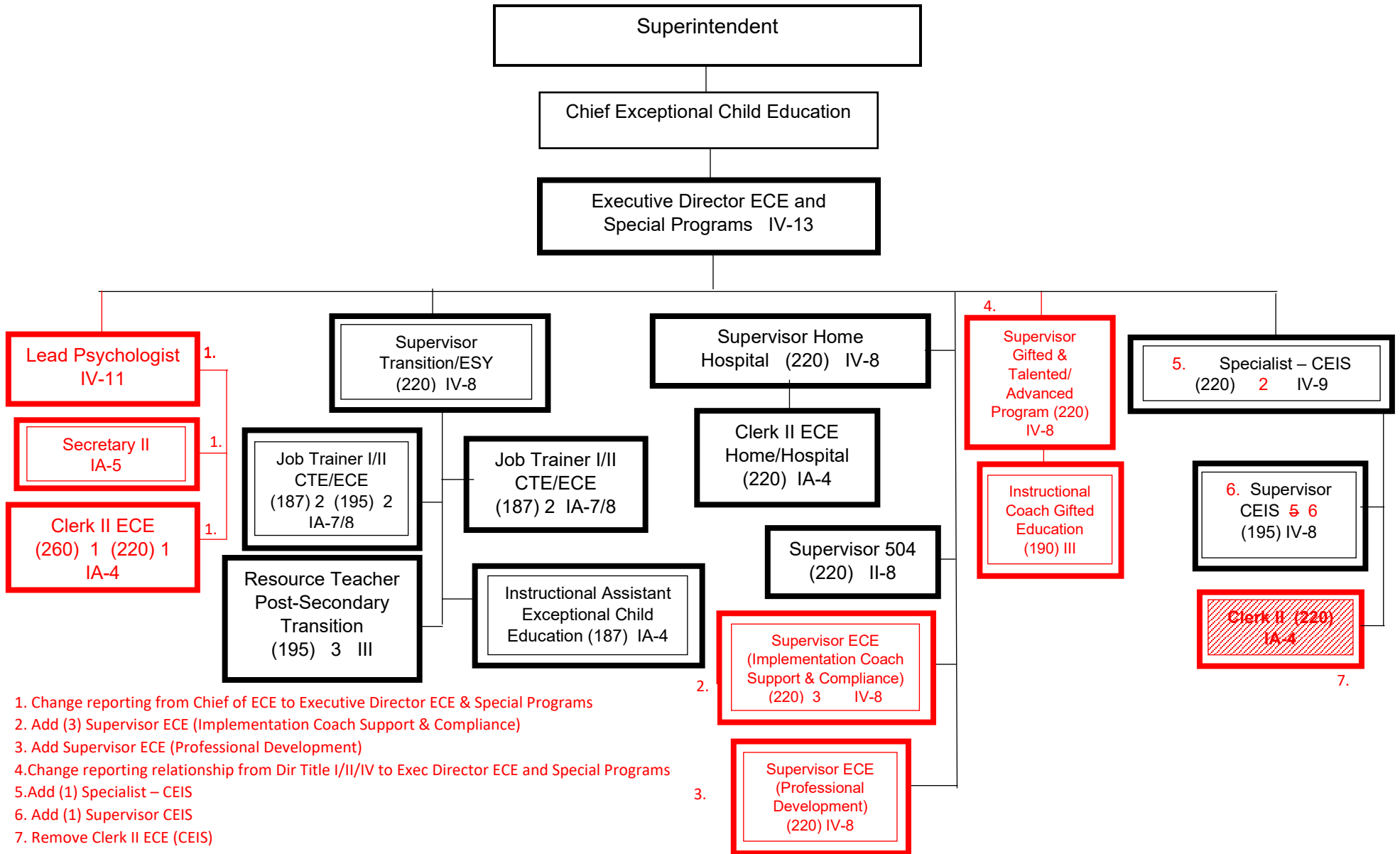
1. Change reporting relationship of Executive Director Early Childhood to Chief of ECE \*Effective 4/26/2023
2. Change reporting relationship of Lead Psychologist, Secretary II, and Clerk I from Chief ECE to Executive Director ECE and Special Programs
3. Change funding from general fund (.5) to IDEA CCEIS (.5)

Summary:

General Fund Positions: ~~7~~ 2  
 Categorical Fund Positions: ~~5~~ 4



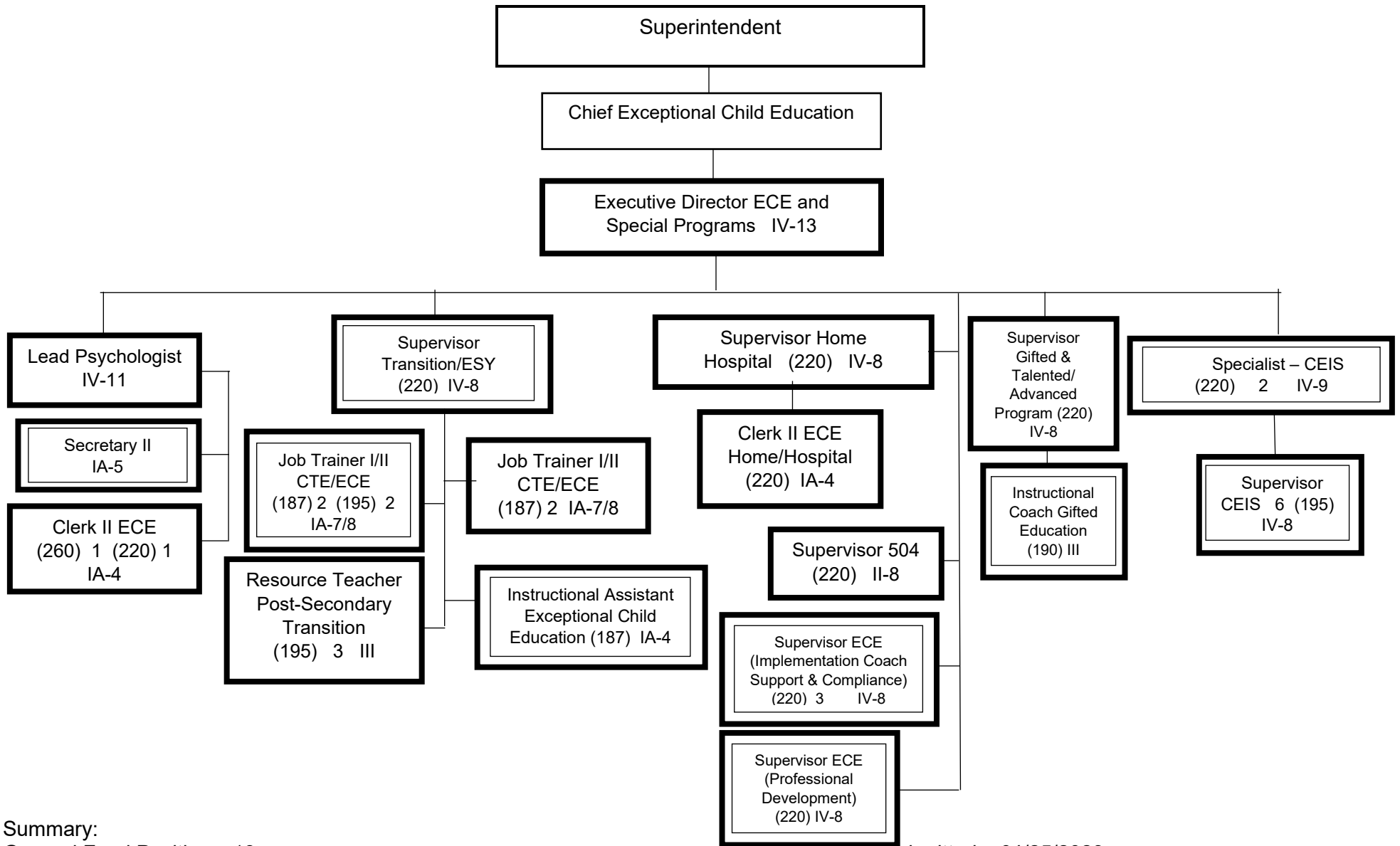
Summary:  
General Fund Positions: 2  
Categorical Fund Positions: 4



Summary:

General Fund Positions: 9 13  
 Categorical Fund Positions: 43 20

Submitted: 12/13/2022 03/28/2023-04/25/2023  
 Effective: 12/14/2022 07/01/2023 04/26/2023



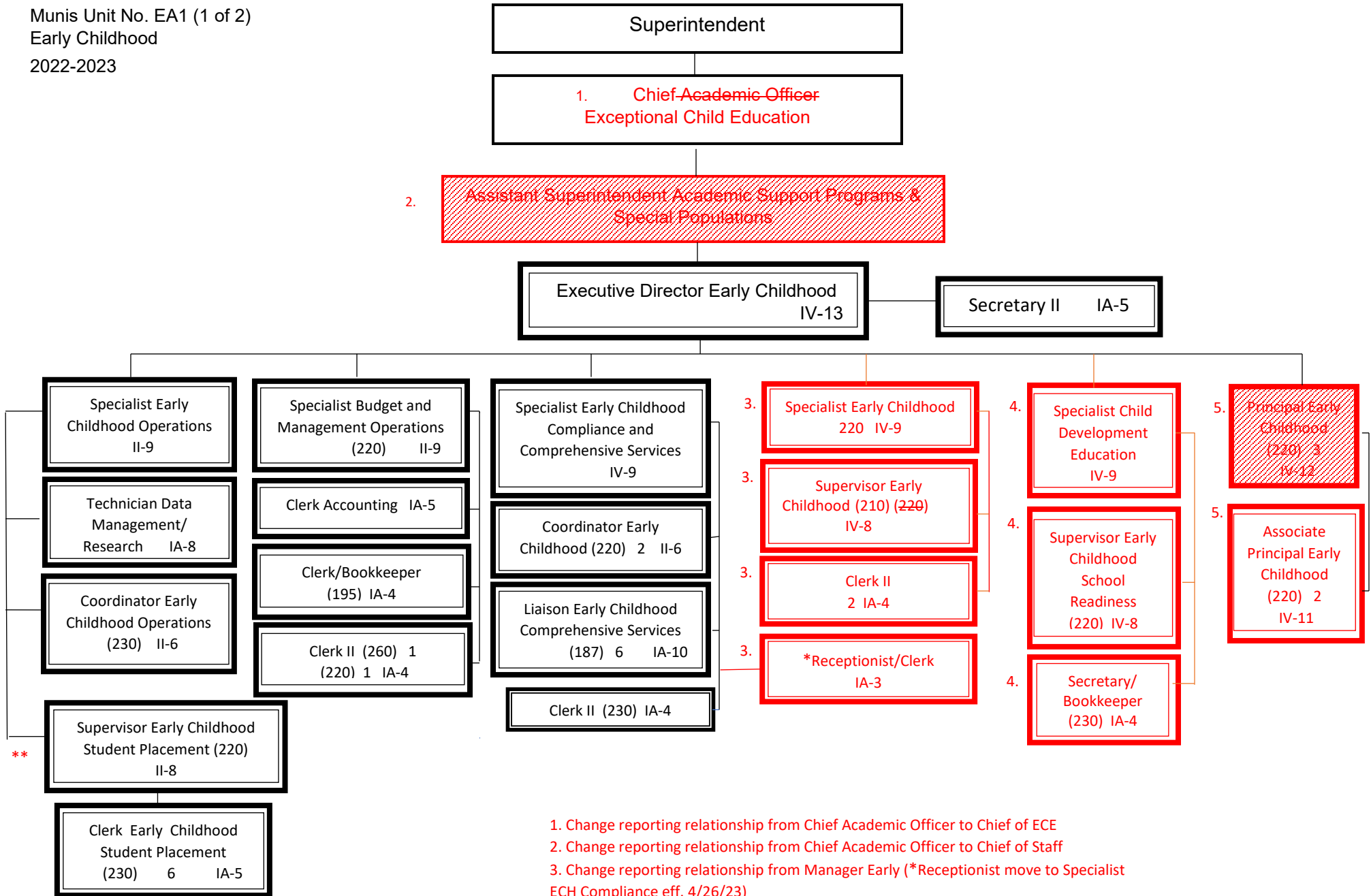
Summary:

General Fund Positions: 13

Categorical Fund Positions: 20

Submitted: 04/25/2023

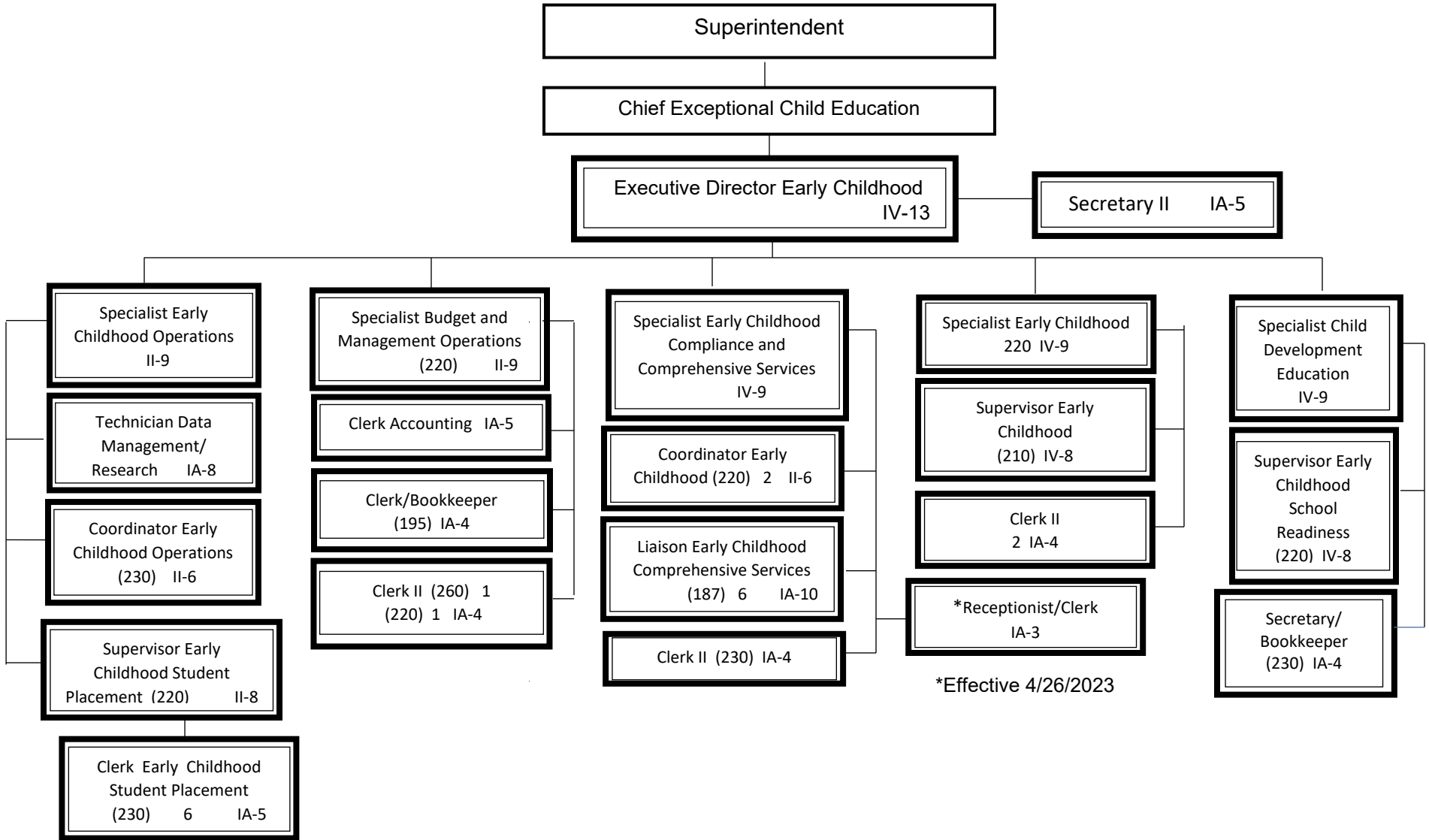
Effective: 04/26/2023



- 1. Change reporting relationship from Chief Academic Officer to Chief of ECE
- 2. Change reporting relationship from Chief Academic Officer to Chief of Staff
- 3. Change reporting relationship from Manager Early (\*Receptionist move to Specialist ECH Compliance eff. 4/26/23)
- 4. Moved from page M3 (2 of 2), no other changes
- \*\*From 8/16/22 Board Meeting

Summary:

General Fund Positions: ~~30~~ 30  
 Categorical Fund Positions: ~~29~~ 35



Summary:  
 General Fund Positions: 0  
 Categorical Fund Positions: 35