



# DEER VALLEY

Unified School District

## JOB DESCRIPTION

JOB TITLE: Early Childhood Manager

Position Type: <b>Exempt</b>	Department: <b>Student Support Services</b>
Salary Schedule: <b>Exempt</b>	Reports to: <b>Director of Student Support Services</b>
Salary Range: <b>6</b>	Location: <b>District Office</b>
Term of Employment: <b>12 months</b>	Date: <b>December 15, 2017</b>
Shift: <b>Day</b>	Approved by: <b>Human Resources</b>

### **POSITION SUMMARY:**

To direct the day-to-day operations of the Early Childhood Department while implementing and administering organizational policies approved by the Governing Board and related procedures, rules, and regulations governing all district employees. To assist the Director of Student Support Services in planning, directing, and implementing programs and services for all district students with disabilities, age three through twenty-one. Provides direction and leadership for all Head Start component staff and parents.

*To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

### **ESSENTIAL FUNCTIONS:**

- **Oversees the Implementation of All Developmental Preschool Services.**
  - Implements district policies and procedures for screening, referral, evaluation, placement, programs and due process for students with disabilities ages three through twenty-one.
  - Directs the implementation of all special education services and related services in accordance with IDEA, Section 504 of the Rehabilitation Act, F.E.R.P.A., Arizona State Statutes, Rules and Regulations and judicial decisions.
  - Assists in training school teams in honoring the process of IDEA.
  - Represents the district if placing students in outside private placements as needed.
  - Conducts a needs assessment of the department as well as staff makeup on the campus sites.

- **Oversees the Implementation of all Head Start Services.**
  - Implements the written contractual agreement between the Grantee and the Delegate Agency.
  - Acts as liaison between the Delegate Agency and the Grantee.
  - Coordinates department activities through the Delegate Agency Parent Policy Committee.
  - Supervises all program components for children and families.
  - Reviews annually the budget that includes the recommendations for cost-of-living, program improvement and quality improvement.
  - Conducts a tri-annual community needs assessment and develops grant proposals based on Delegate Agency needs.
  - Supervises all staff documentation required by the Grantee to verify program implementation.
  - Works with staff in designing curriculum/educational plans that reflect the approved Component Plans adopted by the agency.
  - Develops all component plans for the department through cooperative efforts with staff and parents.
  - Contracts with the Department of Education for the Child Care Food Program reimbursement for Head Start Children, through the Delegate Agency Board of Directors. (Requirement varies with Delegates.)
  - Manages all financial aspects of services including the in-kind Budget from the Delegate Agency, and staff payroll.
  - Implements the recruitment plan and eligibility policies of the Delegate Agency.
  - Provides families assistance as required.
  - Implements and supervises all specifics within the “Statement of Work” attachment in the Grantee/Delegate Agency Contract including completion of all required component documentation.
  - Supports the Delegate Agency as directed.
  
- **Duties that Pertain to all Early Childhood Programs**
  - Consults with staff to coordinate efforts and programs with district goals and philosophy, including integration, inclusive practices and educational success.
  - Coordinates staff development and in-service training of staff members, (special education and general education) who provide programs and services for students with disabilities.
  - Provides consultation to the transportation department in the management of students with disabilities on school vehicles.
  - Services as a liaison between the Arizona Department of Education and the District.
  - Writes grants for the Early Childhood Department.
  - Supervises and evaluates department personnel.
  - Recruits, interviews, and recommends for hire, develops a training plan for and conducts an annual performance review of all department staff.

- Develops and maintains department budgets.
- Selects supplies/equipment-general purchasing for the Early Childhood programs and inventory control.
- Maintains facility as related to Head Start and Preschool areas.
- Participates in job-related professional training.
- Identifies community effectively.
- Must be accessible throughout the workday for administrators.
- Must meet any additional specific job requirements as indicated by the department.

**MARGINAL DUTIES:**

- Assists other personnel as may be required for the purpose of supporting them in the completion of their work activities.
- Completes other job related duties as assigned by the supervisor.

**SUPERVISORY RESPONSIBILITIES:**

- Directly supervises assigned employees in the department.
- Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws.
- Supervises additional support staff funded by the City of Phoenix.
- Supervises the operations of Developmental Preschool/Head Start Classrooms.

**OTHER SKILLS/ABILITIES/KNOWLEDGE/WORK STYLE:**

- Demonstrates the ability and desire to provide outstanding customer service.
- Demonstrates the ability to effectively use technology as a tool for planning and implementing instructional strategies.
- Demonstrates the ability to work effectively under time constraints.
- Must be organized with the ability to multitask.
- Must be detail-oriented and self-motivated.
- Must have excellent memory and ability to function well under stress.
- Must be able to work independently with minimal supervision and/or assistance.
- Must demonstrate an extremely high regard for confidential and sensitive information.
- Must demonstrate flexibility, common sense, and good judgment.
- Must have ability to keep abreast of information pertinent to the job.
- Must maintain a well-groomed appearance.
- Must have a basic knowledge of computers.
- Adheres to the district/department vision, mission and goals in collaboration with staff and supervisor.
- Develops and demonstrates progress of district/department goals.
- Is receptive to ideas, issues and concerns presented by all constituents.
- Provides purpose and direction for individuals and groups within the schools and/or departments.

- Evaluates personnel in accordance with district and state policies/timelines.
- Maintains accessibility, listens to seek clarity and responds in a timely manner.
- Conscientiously fulfills responsibilities and follows directives by meeting deadlines.
- Demonstrates clear articulation of content accurate information through both oral and written communication.
- Demonstrates collaborative problem-solving skills.
- Participates in district professional development activities in a timely manner.
- Uses professional day in a productive manner.
- Demonstrates knowledge of and adheres to district policies and administrative procedures.
- Demonstrates a personal and professional code of ethics.
- Completes assigned tasks and projects in a competent and timely fashion.
- Adheres to legal and procedural guidelines regarding confidentiality and disclosure of information.
- Demonstrates effective management of all fiscal resources and responsibilities.
- Makes clear and well-defined decisions.

**CERTIFICATES, LICENSES AND REGISTRATIONS REQUIRED:**

- Must have a valid Arizona Administrative Certificate.
- Must have authorization to work in the United States as defined by the Immigration Reform Act of 1986.
- Must meet all NCLB (Highly Qualified) qualifications.
- Must meet all Arizona Department of Education certification requirements.
- Must attain SEI endorsement as required by ADE.

**EDUCATION AND/OR EXPERIENCE:**

- Master's Degree (M.A.) in Education with Early Childhood emphasis.
- Minimum of 4 years of early childhood teaching or administration of early childhood programs.
- Possesses working knowledge of or experience in the Head Start Program.

**LANGUAGE SKILLS:**

- Demonstrates the ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations.
- Demonstrates the ability to write reports, business correspondence, and procedure manuals.
- Demonstrates the ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

**MATHEMATICAL SKILLS:**

- Demonstrates the ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference and volume.
- Is able to apply concepts of basic algebra and geometry.

**REASONING ABILITY:**

- Demonstrates the ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Is able to read and interpret a variety of instructions and data furnished in written, oral, diagram, or schedule form.
- Utilizes student testing and related data to identify student strengths and weaknesses.

**PHYSICAL DEMANDS:**

- Regularly required to stand, reach with hands and arms, talk or hear and taste or smell.
- Frequently required to use hands to finger, handle, or feel objects, tools, or controls.
- Must be able to walk, and occasionally climb or balance; stoop, kneel, crouch or crawl.
- Must regularly lift and/or move up to 50 lbs.
- Must have close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

**ENVIRONMENTAL CONDITIONS:**

- The noise level in the work environment is usually moderate.
- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**COMMENTS:**

*This job description is intended to be representative of the work performed by employees in this position and is not all-inclusive. The omission of a specific duty or responsibility will not preclude it from the position if the work is similar, related, or a logical extension of position responsibilities as defined by the supervisor.*

*This is a temporary management guide tool, subject to change.*