



Board of Education of the City of St. Louis
CAREER OPPORTUNITY

Position Title:	Director of Early Childhood Education
Payroll/Personnel Type:	12 Month
Job #:	850
Reports to:	Deputy Superintendent of Academics
Shift Length:	8 Hours a Day
Union Eligibility:	Not Eligible

Position Summary:

The Director of Early Childhood supervises the development, organization, implementation, coordination, and evaluation of Early Childhood and Special Programs to ensure that all students will meet or exceed the State Core Curriculum Content Standards. Achieving excellence requires that the Director of Early Childhood works collaboratively to lead and nurture members of the staff, and communicates effectively with parents, members of the community, and colleagues in other districts and schools.

Essential Functions:

- Collaborate with the other functional units (i.e., Curriculum and Instruction, Community Services, Personnel Services, and Administration) on district and school initiatives and problems
- Plan, organize, implement, supervise, coordinate and support the Early Childhood Special Education, ESL/Bilingual, and Gifted and Talented programs
- Establish and promote high standards and expectations for students and staff assigned to the Division for Early Childhood
- Serve as liaison between community agencies and district administrators and schools within the functional unit and assigned schools
- Provide educational leadership, administrative direction, supervision, and technical assistance and support to department and school staff
- Demonstrate and develop high academic and behavioral expectations, collaborative planning and program development, responsive management, and personal accountability within the department(s)
- Coordinate the dissemination of information, policies, regulations, procedures, and reports within the department(s) and school administrators
- Conduct building inspections and classroom visitations and assess educational and operational effectiveness and assist school administrators establish and maintain a positive learning and working environment
- Encourage the inclusion of academic support programs and services in general education classes
- Develop and implement instructional programs in language arts and mathematics, literacy and bilingual education to support students in need of additional assistance
- Coordinate in-service training of instructional coaches and school facilitators in balanced literacy and effective instructional practices, including, but not limited to workshop strategies, guided reading, read aloud, modeling, diagnostic/prescriptive teaching, differentiated instruction, etc.
- Schedule regular meetings of department staff
- Review instructional and grading policies, procedures, and standards to ensure consistency across the various grades
- Establish and maintain program articulation and open communication among staff within the department(s) and among school staff
- Coordinate in-service training and professional development opportunities for department staff



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- Ensure fair and consistent implementation of policies, regulations, and procedures
- Supervise department staff relative to the duties and responsibilities outlined in the job description, including but not limited to: budget development and management; facility appearance, maintenance, and utilization; program implementation and effectiveness; community and parent involvement, labor relations; and staff and student performance
- Collaborate with building and district administrators to assess program effectiveness and develop appropriate improvement objectives and corrective action plans
- Recognize staff and student activities and achievements
- Maintain a positive, collaborative, and mutually supportive working relationship with community agencies, parents, students, and district and school staff
- Notify immediately appropriate personnel and agencies and follow established procedures when there is evidence of substance abuse, child abuse, child neglect, severe medical or social conditions, potential suicide or individuals appearing to be under the influence of alcohol, controlled substances, or anabolic steroids
- Complete in a timely fashion all records and reports as required by law and regulation or requested by the Deputy Superintendent of Academics
- Answer correspondence promptly
- Prepare grant and other applications as requested by the Superintendent
- Perform other duties as assigned

Knowledge, Skills, and Abilities:

- Demonstrate knowledge and understanding of early childhood education, special needs programs, curriculum development and program evaluation, child growth and development, effective instructional strategies, classroom management, learning assessment and diagnosis, and research related to learning of young children
- Exhibit a personality that demonstrates enthusiasm and interpersonal skills to relate well with students, staff, administration, parents, and the community
- Highly visionary, with a belief that all children and adults are capable of greatness
- Deep understanding of how systems operate and how to lead change efforts internally
- Compelling communicator with the ability to invest key stakeholders in prioritized work
- Effectively collaborative, working across teams at various levels of the organization to ensure effective implementation of strategic priorities
- Deep understanding of equity, especially in an educational context, at an individual contributor, team, department, school, and district level
- Highly self-aware of identity, biases, and characteristics and how those impact one's own leadership
- Deeply committed to growing and accepting feedback with a demonstrated track record of receiving feedback well and implementing feedback effectively
- Effective leader of others with a strong ability to influence others across departments and teams both horizontally and vertically
- Apply principles of logical thinking to define problem, collect data, establish facts and draw valid conclusions
- Ability to interpret instructions furnished in written or oral form
- Ability to effectively work and interact with others
- Demonstrate the ability to communicate effectively in English, both orally and in writing, using proper grammar and vocabulary



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- Demonstrate the ability to use electronic equipment for word processing, data management information retrieval, visual and audio presentations, and telecommunications

Experience:

- Minimum of three years of administrative experience
- Demonstrate excellent organizational skills and the ability to motivate people

Education:

- Bachelor’s Degree (required)
- Master’s Degree (required)
- Missouri Certification related to Early Childhood or Elementary Education (required)

Physical Requirements:

- Must be physically able to operate a motor vehicle
- Must be able to exert up to 10 pounds of force occasionally, and/or a negligible amount of force constantly to lift, carry, push, and pull or otherwise move objects, including the human body
- Light work usually requires walking or standing to a significant degree

Working Conditions and Environment:

- Work is routinely performed in a typical interior/office environment
- Very limited or no exposure to physical risk

Disclaimer:

The information contained in this job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

Review/Approvals:

Employee	Date	Immediate Supervisor	Date
Human Resources	Date		

In connection with hiring for this position the district shall not discriminate against any employee or applicant for employment because of race, religion, color, sex, sexual orientation, age, disability, veteran status or national origin.



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