

FRESNO UNIFIED SCHOOL DISTRICT
Position Description

TITLE:	Manager III, Early Childhood Education	REPORTS TO:	Director of Elementary Instructional Support
DEPARTMENT:	School Support Services	CLASSIFICATION:	Management
FLSA:	Exempt	WORK YEAR:	Varies
BOARD APPROVAL:	July 28, 2010	SALARY:	E-26/Management Salary Schedule

(Former Classification: Manager, Early Childhood Education)

BASIC FUNCTION:

Accountable for improving student achievement through the effective management of an assigned area; plan, organize, and direct the overall functioning and management of early childhood education to provide students and families a variety of high quality learning options to ensure that each child obtains maximum benefit from the educational programs; oversee curricular selection; lead and manage the implementation of a comprehensive Professional Development program for instructional staff; supervise and evaluate the performance of assigned personnel and provide clear constructive feedback to improve staff effectiveness.

REPRESENTATIVE DUTIES: (Persons employed in this position may perform any combination of the essential functions shown below (E). This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principal job elements.)

Plan, organize, and direct the overall functions and management of early childhood education to provide timely delivery of high quality services to students, families, sites and the community in support of students learning at grade level and beyond; accountable for improving student achievement for young children with special attention on English Learners and Special Education Students. *E*

Identify, design, coordinate and provide in-service programs for Early Childhood Education (ECE). *E*

Prepare and administer the District ECE program budget, procedures, policies, budget information, equipment, inventory, and other related program items to ensure the financial stability of the District; prepare and administer the ECE program budget for appropriate allocation of resources to sites. *E*

Collect, prepare, analyze and maintain a variety of narrative and statistical reports and data relative to program area; make timely recommendations for programmatic changes to provide students a variety of educational opportunities to learn at grade level and beyond; submit reports to the District and State departments as required. *E*

Participate in compliance reviews and the development of standards, goals and objectives for Early Childhood Education and Development in support of educating students at a high level to achieve their personal best; make recommendations for changes and improvements; implement approved changes and monitor work activities to ensure compliance with in established guidelines. *E*

Serve as a facilitator among teachers and administration in the development and maintenance of Standards for Early Childhood Education and Development. *E*

Supervise and evaluate the performance of assigned staff on a regular basis and provide clear, constructive feedback to improve staff effectiveness; interview and select highly qualified employees and recommend transfers, reassignment, termination and disciplinary actions; plan, coordinate and arrange for appropriate training of staff in support of professional learning. *E*

Strategically create, manage and coordinate the development and enhancement of programs and curriculum for early childhood education. *E*

Cultivate good school-community relations by keeping the community aware of and responsive to available programs; maintain programs, instruction and budgets as necessary to provide for program reviews and evaluations; ensure alignment of subject areas with State and Federal programs as necessary. *E*

Write or assist in writing grants and re-applications for funding of assigned programs and instructional support services to continue or expand practices proven to raise student achievement. *E*

Coordinate activities with other District curriculum and support services to continue or expand practices proven to increase student achievement; provide for proper articulation. *E*

Meet with a variety of federal, state, regional, and local officials regarding current laws, regulations, and procedural aspects of the No Child Left Behind Legislation and provide important summary information to district leaders. *E*

Collaborate with leaders, district departments, school sites, family groups, outside districts and agencies and other personnel to coordinate activities, resolve issues or concerns, exchange information and accomplish District stated goals; provide leadership, technical expertise, and serve as a resource to the District, community and other committees including staff development regarding assigned functions; compile information, formulate and develop policies, procedures, needs and objectives. *E*

Develop and carry out effective long and short-term plans, programs and activities to support the implementation of the early childhood educational programs. *E*

Perform related duties as assigned. *E*

EDUCATION AND EXPERIENCE:

Any combination equivalent to: bachelor's degree and three years teaching experience or experience in pupil personnel services; Teaching experience preferred.

LICENSES AND OTHER REQUIREMENTS:

Valid California Teaching Credential and/or Administrative Services Credential; valid California driver's license.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Management principles and practices including organization, supervision and training.
- Statutes and regulations that guide categorical programs.
- Culture, life styles and educational and social needs of ethnic minority students and children of poverty.
- Curriculum development, goals and objectives of the department.
- Applicable laws, regulations, policies, procedures and codes.
- Interpersonal skills using tact, patience and courtesy.
- Principles and practices of supervision and training.
- Accurate budget preparation and control.
- Oral and written communications skills.
- Staff development presentation techniques.
- Operation of a computer to enter data, maintain records and generate reports.
- Labor Relations law and employee contracts.
- Analytical and problem solving abilities.
- District organization, operations, policies, objectives and goals.

ABILITY TO:

- Plan, organize, develop, implement and monitor curriculum and programs focused on successful student outcomes.
- Coordinate auxiliary services within the school and monitor and evaluate student progress.

Communicate, understand and follow both oral and written directions effectively.
Establish and maintain cooperative and effective relationships with a diverse range of staff, students, families and the public.
Train, supervise and evaluate personnel.
Read, comprehend, interpret, apply and explain rules, regulations, policies and procedures.
Maintain current knowledge of program rules, regulations, requirements and restrictions.
Analyze situations accurately and adopt an effective course of action.
Plan and organize work to meet schedules and time lines.
Compile and verify data and prepare reports.
Make presentations and deliver in-services in area of specialty.
Work independently with little direction and many interruptions.
Demonstrate loyalty and high ethical standards.
Learn new or updated computer systems and programs to apply to current work.
Provide direction and support to site leaders, District leaders, and staff related to assigned duties in support of district goals and initiatives.
Design and implement a wide variety of professional learning opportunities
Focus and appropriately allocate resources toward identified goals.
Manage change and design an effective system of reporting progress and monitoring results.
Negotiate skillfully in difficult situations and create solutions to promote compromise.
Think outside the box and develop new methods or solutions inspiring others to reach a common goal
Communicate using patience and courtesy in a manner that reflects positively on the organization.
Actively participate in meeting District goals and outcomes
Apply integrity and trust in all situations.

WORKING CONDITIONS:

ENVIRONMENT:

Office and site environment; driving a vehicle to conduct work; occasional contact with dissatisfied individuals; constant interruptions.

PHYSICAL ABILITIES:

With reasonable accommodations, if necessary, sitting or standing for extended periods of time; hearing and speaking to exchange information and make presentations; seeing to read and analyze program reports; dexterity to operate a computer and other office equipment; reaching overhead, above the shoulders and horizontally, bending at the waist or kneeling to retrieve supplies or other materials.

Fresno Unified School District is an Equal Opportunity Employer and reasonable accommodations are made under the Americans with Disability Act as required by law.

E=Essential Functions