

TRENTON BOARD OF EDUCATION

JOB DESCRIPTION

**DIRECTOR OF EARLY CHILDHOOD EDUCATION**

**QUALIFICATIONS:**

1. New Jersey Principal's Certificate required.
2. Hold a New Jersey Administrative Certificate in accordance with the requirements of N.J.S.A. 18A:27-1 et seq., and N.J.A.C. Title 6, Chapter 11.
2. Hold a Master's Degree in Education from an accredited college or university.
3. Have at least five (5) years of excellent administrative experience with Early Childhood Education and building level experience.
4. Demonstrate knowledge and understanding of early childhood education, 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.

**REPORTS TO:** Chief Academic Officer/Assistant Superintendent Curriculum-Instruction

**JOB GOAL**

Supervises the development, organization, implementation, coordination, and evaluation of the Early Childhood and Preschool instructional programs to ensure that all students will meet or exceed the State Core Curriculum Content Standards. Have at least five (5) years of excellent administrative experience with Early Childhood Education and building level experience.

**SUPERVISES:** Students and staff assigned to the Early Childhood Center.

**PERFORMANCE RESPONSIBILITIES:**

1. Establish and promote high standards and expectations for students and staff assigned to Early Childhood and Preschool programs.
2. Plan, organize, implement, supervise, coordinate and evaluate Early Childhood programs. Ensure that each student will meet and exceed the Core Curriculum Content Standards, consistent with the mission, philosophy, values, and instructional goals of the district, and meeting all

laws, codes, Board policies and regulations. Director of the program shall implement:

- Community planning process to enable the integrated and efficient provision of services to preschool students;
  - Ensuring class size requirements required under the State code;
  - Use of data to identify student and instructional needs;
  - Clear procedures for the operation and functioning of the various programs;
  - Curriculum development to meet the Core Curriculum Content Standards;
  - Vertical and horizontal articulation of skills and content sequence;
  - Coordination among the Core Curriculum Content areas;
  - Consistent and regular program evaluation;
  - Personnel supervision and evaluation;
  - Orientation and assistance for new staff members and for substitutes;
  - Communications among staff;
  - Staff development to expand and improve skills;
  - Analysis of assessments to improve instruction;
  - Resources and personnel scheduling;
  - Coordination of services with community agencies and resources;
  - Parental support and training;
  - Coordination and close working relationships with State and County officials, and with colleagues in other school district;
  - Evaluation and selection of instructional materials and equipment;
  - Budget development and implementations;
  - Application for grants and monitoring grants; and
  - Compliance with all State and Federal mandates.
3. Collect and analyze data regarding the performance and experiences of all students and other pertinent information affecting the design and implementation of services and programs, using the information to recommend new programs and modifications in existing programs. Share with staff the results of State and other assessments.
  4. Ensure coordination of services and articulation between the early childhood and elementary levels of the instructional program by communicating frequently with instructional supervisors, and principals on the grades K-5 level.
  5. Coordinate opportunities for community leaders to provide advice and support to the early childhood programs.
  6. Provide leadership and coordination in the development of early childhood curriculum and the implementation of instructional program.



7. Shall oversee the evaluation programs and preschool provider programs on a regular basis to encourage the use of a variety of instructional strategies and materials consistent with research on early childhood learning and child growth and development.
8. Organize and implement a system for the evaluation and selection of equipment and instructional materials that are free of prejudice and stereotyping and designed to meet the Core Curriculum Content Standards, using staff identified criteria reflecting the needs of the programs.
9. Supervise personnel assigned to ensure that all responsibilities are met and exceeded. Evaluate lesson plans and observe classes on a regular basis.
10. Develop with the individual staff members a Professional Improvement Plan (PIP).
11. Ensure that personnel evaluation procedures are accomplished in a fair and consistent manner that encourages accountability, growth and excellence, in accordance with law, board policy, and contractual requirements. Recommend to the Assistant Superintendent the renewal, dismissal, withholding of increment, promotion or other actions for all personnel assigned, following established procedures and timelines.
12. Recommend staffing needs and assist with the recruitment and selection of new personnel.
13. Provide opportunities for effective staff development that addresses the needs of the instructional program, including workshops, conferences, visitations, demonstration lessons and sessions in which the staff shares successful practices and strategies.
14. Protect confidentiality of records and information gained as part of exercising professional duties and use discretion in sharing such information within legal confines.
15. Identify and provide support for parents to enhance and extend the school learning experiences of children at home. Plan and coordinate parent support sessions, including strategies, care and nurturing, and proper nutrition.
16. Monitor instructional areas to ensure that the facilities that support instruction are attractive, organized functional, health, clean, and safe, with proper attention to the visual, acoustic, and thermal environments. Ensure compliance with all State health and Education requirements for early childhood education facilities.
17. Keep the staff informed about the instructional program and services and seek ideas for the improvement of instruction. Conduct meetings as necessary for the proper functioning of the instructional programs.

18. Recommend budgets to support the instructional program.
19. Coordinate the purchasing of instructional materials and equipment following district procedures and guidelines.

**TERMS OF  
EMPLOYMENT:**

Twelve (12) months

**BARGAINING UNIT:**

TASA – Trenton Administrators and Supervisors Association.

**SALARY:**

In accordance with TASA Contract.

**STATUS:**

Hourly \_\_\_\_\_  
Exempt \_\_\_\_\_

Salaried   X    
Non-Exempt   X  

**EVALUATION:**

Performance of this position will be evaluated in accordance with the Board's policies and procedures on the evaluation of Administrator personnel.

**BOARD APPROVAL:**

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Board Approved  
October 26, 2015