

LOS ANGELES UNIFIED SCHOOL DISTRICT
Human Resources Division

Class Description
EXECUTIVE DIRECTOR, EARLY CHILDHOOD EDUCATION

Job Purpose

Provides leadership and support to improve learning and achievement of students enrolled in the District's licensed early childhood education programs, the School Readiness Language Development Program, and Cal-SAFE.

Responsible to

Chief Academic Officer

Subordinates

Certificated, classified, and other personnel as assigned

Functions

Essential Functions

1. Collaborates with the District central office and local districts to ensure that early childhood education is designed, implemented, and evaluated with actionable steps for improvement.
2. Provides direction in the identification and interpretation of needs and in the establishment of priorities related to the early childhood education programs and workforce.
3. Develops, implements, and monitors budgets for District and specially funded grants and contracts.
4. Works in consort with central office and local districts to ensure that the District's early childhood education programs, including services for children with special education needs, utilize the best practices and meet state and federal guidelines.
5. Builds the capacity and effectiveness of central office and local district staff members in early childhood instruction.
6. Ensures proper operations of early childhood education programs by working closely with central offices such as the Personnel Commission, Human Resources, School Operations, Facilities, Information Technology, and Fiscal Services.
7. Trains, supervises, and evaluates certificated and classified staff assigned to the Early Childhood Education central office.
8. Serves as a resource to the Board of Education and as liaison to the California Department of Education, the California Department of Social Services, and other agencies regarding early childhood education programs.
9. Prepares internal and external communications and reports.
10. Partners with community early childhood education programs to maximize services to young children and families residing within the District boundaries.
11. Promotes culturally relevant and responsive pedagogy in all early childhood education programs.
12. Represents the District on committees, task forces, and at special events.
13. Evaluates the performance of subordinate personnel.

Other Functions

1. During periods of critical personnel shortage or other emergency situation, shall temporarily perform any duties, as directed, within the authorization of any credentials held by the incumbent that are registered with the Office of the Los Angeles County Superintendent of Schools and that are a part of the class description requirements in effect at the time such duties are performed.
2. Performs other duties as assigned.

Qualifications

Education

1. An earned master's degree or advanced degree of at least equivalent standard from an accredited college or university.
2. At least four semester units in multicultural education or equivalent study (effective July 1, 2007). Multicultural understanding coursework must pertain to a minority group represented in the District student enrollment.

Experience

Required

1. At least ten years of successful full-time certificated public school service, including experience in early childhood education (i.e., public child development program, licensed child care center, preschool, or elementary school grades preschool-3rd).
2. Five years in a certificated school-based administrative or management position.

Desirable

Successful implementation with data supported results, in the following areas:

1. Providing differentiated professional development for teachers and administrators
2. Enhancing opportunities for academic success for English Learners, Standard English Learners, socioeconomically disadvantaged students, students with disabilities, and gifted and talented students
3. Supervising and administering programs over multiple sites
4. Developing and managing large scale budgets

NOTE: For definitions of years of service, refer to Policy Guide E23.

Credentials

A California Administrative Services Credential authorizing management service must be in force and on file in the Office of the Los Angeles County Superintendent of Schools.

Knowledge, Skills, Abilities, and Personal Characteristics

1. Knowledge of federal, state, and local legislation, policies, rules, and regulations pertaining to child development programs.
2. Knowledge of the California Education Code, District policies and procedures, goals and objectives, organizational structure and functions, and negotiated contracts as related to the District's instructional programs.
3. Knowledge of fundamental principles and accepted practices, current trends, literature, and research in the field of child development and early childhood education.
4. Knowledge of effective administrative and managerial practices and ability to implement them.
5. Knowledge of and skill in budget preparation and control.
6. Knowledge of pre K-12 curriculum and District instructional methods, strategies, and objectives.
7. Knowledge of staff development and in-service resources and the ability to implement them.
8. Leadership skill in facilitating group processes, including consensus building, and conflict resolution.
9. Ability to plan, organize, prioritize, and manage time for self and others.
10. Ability to direct, observe, and evaluate subordinates effectively.
11. Ability to communicate and work effectively with all racial, ethnic, linguistic, disability, and socioeconomic groups.
12. Ability to make formal public presentations and communicate effectively with students, supervisors, co-workers, parents, community representatives, and other District personnel, both individually and as a group.
13. Ability to compose and comprehend written communication.
14. Ability to travel to other sites/locations; mobility to respond quickly in emergencies.
15. Ability to cope with crisis situations.

Health

Physical and mental fitness to engage in management service as certified by a licensed physician and surgeon or medical officer pursuant to Education Code Section 44839 and evidence of freedom from active tuberculosis pursuant to Education Code Section 49406.

NOTE:

- 1. This is a contract management classification.*
- 2. Employees in this classification are subject to the reporting requirements of the District's Conflict of Interest Code.*

This class description is not a complete statement of essential functions and responsibilities. The District retains the discretion to add or change typical duties of a position at any time.

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