

## POSITION DESCRIPTION

<b>TITLE:</b>	Director of Early Learning Programs (ELP)	<b>REPORTS TO:</b>	Superintendent
<b>DEPARTMENT:</b>	Early Learning	<b>CLASSIFICATION:</b>	Administration

**I. Accountability Objectives:**

The Director of Early Learning Programs is responsible for leadership and administration of the district early learning program; the federal Head Start grant; implementation and monitoring of Creative Curriculum Gold; management of related data assessment systems; coordination and maintenance of community partnerships; and, program evaluation and development.

**II. Position Characteristics:**

Salary: On Schedule  
Length of Contract: 12 Months

**III. Position Relationships:**

Reports to: Superintendent

Coordinates with: Executive Director of Administration, Director of Technology and Assessment, Director of Elementary Education, Director of Special Education & Student Services, Head Start Education/Health Coordinator, ECSE Program Support Teacher, Western Dairyland Head Start Staff, ECASD Building Administration, Early Learning Program Staff, EC4T Directors and Teachers, Division of Teaching and Learning Staff, Community Resource Staff, Student Transit Staff

Type of Coordination: Short and long term planning for program improvement including data analysis and program evaluation

Supervises: Head Start Education/Health Coordinator, ELP/Head Start Family Services, district office support staff

**IV. Position Qualifications:**

- A. Required Qualifications:  
 Wisconsin Administrative Certification hire must be approved by the Head Start Policy Committee and submitted to the Office of Head Start for approval.
- B. Desired Qualifications:  
 Wisconsin Director of Instruction Certification; previous administrative experience; five or more years of work in early childhood or Head Start programs; DPI license in early childhood or related field; and, advanced graduate work beyond the master's degree.
- C. Special Requirements:  
 Demonstration of strong leadership abilities within a PreK-12 system; ability to work effectively with others; in depth understanding of current research as it relates to literacy, curriculum, and instruction of young learners; excellent communication and organizational skills; ability to relate to parents, community partners, and general public and training/experience in culturally relevant practices for instruction and parent engagement.

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### V. Position Responsibilities:

- A. Direct and administer EC4T and Head Start programs.
- B. Direct and coordinate hiring of district ELP staff.
- C. Model and support culturally relevant practices in instruction and parent engagement.
- D. Coordinate ELP in our PK-12 system to prepare all students for post-secondary success.
- E. Plan for policy changes and recommendations for staffing needs.
- F. Serve as a resource for partner directors and teachers.
- G. Direct the PreK curriculum development, articulation, and evaluation.
- H. Plan for the differentiated needs of special education students and ELL students in the early learning program.
- I. Coordinate or oversee the selection of instructional materials for early learning classrooms.
- J. Work collaboratively with the technology department to support instruction and data management.
- K. Supervise and evaluate program coordinators and ELP office support personnel.
- L. Develop and manage all ELP budgets.
- M. Analyze relevant data to determine programmatic needs.
- N. Develop and implement short and long term planning for program improvement.
- O. Develop, coordinate, and manage partnerships with community EC4T sites.
- P. Coordinate early childhood health services, family and community partnerships.
- Q. Provide leadership and direction for Head Start committees, and policy development.
- R. Oversee Head Start grant writing and reporting.
- S. Identify and coordinate professional development for Early Learning Programs.
- T. Participate on district committees.
- U. Maintain healthy public relations with community.
- V. Attend in-district and out-of-district meetings.
- W. Work toward proficiency of the 13 Eau Claire Area School District Principal Standards.
- X. Perform other duties as assigned by the Superintendent.

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