

# Director II, Early Childhood Education

## Position Details

Job Code: U7101

Reference Code: A482

Division/Unit: Curriculum and Instruction

Classification: Licensed Administrator

Terms of Employment: [Step 43 of the Unified Administrative Salary Schedule, 12 Months](#)

FLSA STATUS: EXEMPT

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## Position Summary

The person selected for this licensed administrative position will provide leadership, support, and coordination for instructional design, professional learning, and special projects planning in early childhood education. Responsibilities include the development, revision, and alignment of the early childhood/pre-kindergarten curriculum; development and implementation of professional learning programs; and coordination of early childhood events and activities for students, teachers, administrators, parents/guardians, and community members. Additionally, this position will work with all departments and schools to improve instruction and maintain dialogue with the Nevada Department of Education (NDE) regarding early childhood education topics. This person will function as an instructional leader, while implementing programs and practices that support the Clark County School District Board of Trustees-identified strategic imperatives for student achievement as well as the Clark County School District's Focus Areas and Goals. This person is directly responsible to the Assistant Superintendent, Curriculum and Instruction Division (CID), Academic Unit.

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## Essential Duties and Responsibilities

The list of Essential Duties and Responsibilities is not exhaustive and may be supplemented.

1. Leads the prioritization of professional learning program needs, escalation of programs, and review of current research.
2. Directs and supports the curriculum development and adoption of instructional materials process for early childhood education, including oversight and direction for content expert task forces and committees.
3. Provides services to regions and schools according to site-specific and region-specific instructional needs, methodologies, and resources with respect to early childhood education.
4. Oversees development of districtwide curriculum documents, handbooks, catalogs, brochures, policies, regulations, procedures, and reports associated with early childhood education.
5. Oversees and monitors all early childhood programs ensuring quality instruction through the implementation of best practices and standards set forth by the National Association for the Education of Young Children (NAEYC) and the Early Childhood Environment Rating Scale, third edition (ECERS-3).
6. Engages division heads, Region leadership, principals, and other stakeholders for input regarding content early childhood curriculum, instruction, assessment, and professional learning.
7. Participates in regular site visits to schools to review programs.
8. Provides leadership for evaluation of instructional delivery tools by user groups and facilitates the standardization of selected tools for the District.
9. Identifies successful intervention and acceleration programs to increase student achievement and assist schools with implementation of successful program practices, including ensuring end-of-year kindergarten readiness within all early childhood education programs.
10. Maintains articulation and alignment of programs for students with special needs and English learners.
11. Assists with statistical analysis and education research regarding data-driven decision making and improved instruction.
12. Analyzes and evaluates the effectiveness of early childhood programs and projects.
13. Gathers, evaluates, and disseminates research-based best practices to improve operational efficiency and student outcomes.
14. Supervises the development of staffing and scheduling outlines for Human Resources and Region leadership, and assists the Human Resources Division (HRD) and administrators with staffing and scheduling concerns at school sites.

15. Collaborates with the Grants Development & Administration (GDA) Department in seeking grant funding and coordinating early childhood education grant projects.
  16. Serves as a liaison in intra-divisional meetings and projects.
  17. Attends and monitors Board of Trustees, State Board of Education, and Academic Standards Council meetings for issues related to curriculum.
  18. Prepares testimonies, supporting documentation, and content-related information for distribution to the Board of Trustees, State Board of Education, Academic Standards Council, Legislative Committee on Education, and other decision makers and stakeholders.
  19. Streamlines the planning and implementation of student events and activities through the development and documentation of actionable and repeatable processes.
  20. Partners with stakeholders across the District to ensure effective and efficient use of resources.
  21. Performs other duties related to the position, as required/assigned.
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## Position Expectations

1. Thorough working knowledge of federal, state, and local mandates and laws including the seamless transition of children from Part C services [birth to age three (3)] to Part B services (age three (3) and up).
2. Thorough working knowledge of District procedures, policies, and regulations.
3. Knowledge of best practices in the field of early childhood education and elementary curriculum, instruction, and assessment.
4. Knowledge of early childhood education and supplemental programs appropriate for all early childhood students (i.e., Creative Curriculum® for Preschool, Nevada Pre-Kindergarten Standards, etc.).
5. Knowledge of early childhood development.
6. Working knowledge and understanding of tools used to assess high quality programming in early childhood education and materials at correct developmental levels for all children.
7. Working knowledge of and clear understanding of Teaching Strategies GOLD and Brigance.
8. Ability to plan, develop, deliver, and evaluate professional learning opportunities.
9. Ability to develop handbooks, catalogs, brochures, policies, regulations, procedures, and reports, as requested.
10. Ability to exercise diplomacy, sound judgment, leadership, problem solving, and accountability.

11. Effective communication, collaborative, and interpersonal skills.
  12. Excellent verbal, written, and presentation skills.
  13. Ability to work cooperatively with other departments within the District, with the Board of Trustees, and with other agencies, both state and national.
  14. Ability to prepare and validate reports and review all evaluations, documents, and research.
  15. Ability to maintain and administer budgets and high quality early childhood programming.
  16. Ability to manage multiple projects and to meet deadlines.
  17. Effective skills in planning, organizing, and coordinating projects.
  18. Knowledge of District organizational structure and related personnel.
  19. Knowledge of cultural diversity within the community as it relates to the affirmative action goals of the District.
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## **Position Requirements**

### **Education and Training**

Master's degree in Early Childhood Education, Curriculum and Instruction, Educational Leadership, or a related field from an accredited college or university.

### **Licenses and Certifications**

1. Hold or be able to acquire, by time of appointment to the position, a Nevada administrative endorsement, as appropriate.
2. A valid driver's license or state-issued identification card.

### **Experience**

1. Have previously demonstrated at least five (5) years of successful licensed teaching experience in an accredited Pre-K–12 public or private school; and be able to acquire, by time of appointment, appropriate Nevada school administrative endorsement; or, have previously demonstrated at least three (3) years of successful licensed teaching in an accredited Pre-K–12 public or private school; and currently hold the appropriate valid Nevada school administrative endorsement.
2. Two (2) years of experience as a contracted administrator in an accredited Pre-K–12 public or private school; or including at least two (2) years of experience as a contracted administrator in a related administrative position.
3. Successful performance in the position held at time of application.

### **Preferred Qualifications**

1. Demonstrated experience in team leadership.

2. Demonstrated at least three (3) years of successful licensed teaching experience in early childhood education.
3. Strong early childhood/pre-kindergarten curriculum background and experience with instructional planning and leadership at a school or District level.

**When applying for an administrative position, candidates must meet the minimum qualifications as listed on the appropriate position vacancy announcement.**

### **AA/EOE Statement**

The Clark County School District is proud to be an equal opportunity employer. The Clark County School District is committed to providing all applicants and employees equal employment opportunities without regard to race, color, religion, sex, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or military status or other characteristics protected by applicable law. Here at Clark County School District, we are a diverse group of people who honor the differences that drive innovative solutions to meet the needs of our students and employees. We believe that through a culture of inclusivity, we have the power to reflect the community we serve.

### **Job Revision Information**

- Created: 03/09/23