



## **JOB DESCRIPTION**

06/2021

### **ASSISTANT DIRECTOR, HEAD START/STATE PRESCHOOL**

#### **I. GENERAL DESCRIPTION:**

Serves as a member of the administrative team and assists in all program operations, such as employee evaluation, monitoring and compliance with State and Federal regulations, staff development, and grant-writing. Supervises support staff and child development permit teachers. Interacts with parents, outside agencies, and staff personnel at different school sites and both District and County central offices.

#### **II. ESSENTIAL DUTIES AND RESPONSIBILITIES:**

Duties may include, but are not limited to the following:

- A.** Assist in planning, organizing, directing and administering the human and monetary resources of Early Head Start, Head Start, and State Preschool.
- B.** Assist in the establishment of partnerships and collaborative relationships with business, non-profit, local and national organizations.
- C.** Plan, organize, direct and provide leadership in the development and implementation of the compliance and quality review programs, and collaborate with staff in ensuring operational compliance.
- D.** Manage, direct, supervise and evaluate the performance of program specialist, instructional, technical and clerical personnel to ensure compliance with policies, operational objectives, and Federal, State, and District regulations.
- E.** Design, develop and disseminate publications to provide information and guidance regarding the Early Head Start, Head Start, and State Preschool program.
- F.** Assist in the negotiation and management of service agreements with consultants, private service agencies as well as Federal, State and County agencies.
- G.** Assist in the development, writing, procurement and management of private and government grants.
- H.** Provide instructional leadership in the achievement of the educational goals of Early Head Start, Head Start, and State Preschool children and their families.

#### **III. QUALIFICATIONS:**

##### **A. License/Credential/Certification:**

- Possess and maintain a valid California Administrative Credential. Applicants who have not served California public schools within the past 39 months must show written evidence of a passing score on the California Basic Educational Skills Test (CBEST).

##### **B. Ability to:**

- Effectively plan, organize and direct the development of a comprehensive early childhood education program.

- Develop, monitor and manage budgets and prepare fiscally related management reports.
- Plan, organize, direct and participate in local, County, State, and Federal meetings, workshops or conferences.
- Identify problem areas and recommend and implement effective problem solutions.
- Communicate effectively in oral and written form. Establish and maintain effective working relationships.

**C. Skills:**

- Bilingual/Biliterate (Spanish) required.

**D. Knowledge of:**

- Principles of organizational leadership.
- Pedagogy and best practices for early childhood educational.
- Principles, methods, techniques, strategies, goals and objectives of public education.
- Principles, practices, methods and trends of organization and management support networks.
- Federal, State and County laws, codes and regulations concerning Federal programs such as Head Start and/or State Preschools.
- Evaluation strategies and techniques for determining program, service and staff operational effectiveness.
- Principles, practices, methods and techniques of budget development and fiscal administration.
- Personnel management principles and practices, including selection, training, supervision and performance appraisal.

**E. Education:**

- Possession of MA/MS or PhD/EdD in education, curriculum and instruction, organization/leadership development, or closely related field from an institution of higher learning accredited by one of the six regional accreditation associations as recognized by the Council on Postsecondary Accreditation.

**F. Experience:**

- One year of comprehensive or directly related experience in early childhood education, K-8 education or special education as an administrator, program area coordinator/specialist or consultant.

**G. Medical Required:**

- Tuberculosis Test or Screening
- Documentation of Whooping Cough and Measles Immunizations.

**IV. PHYSICAL, MENTAL and ENVIRONMENTAL DEMANDS:**

**A. Physical:**

Speech intelligibility in quiet, speech intelligibility in noise, sound localization; sitting, walking, standing, reaching, and bending, as needed throughout the day; fine coordination, wrist/arm motion, and grasping/holding; vision to see and read a variety of reports and materials; occasionally lift 1-15 lbs.; occasionally carry/push 1-15 lbs., occasionally carry 1-15 lbs.; and dexterity to operate instructional and office equipment.

**B. Mental:**

Stress of emergencies and meeting deadlines, stress of interpersonal conflict, normal work standards stress, ability to work with interruption, concentrate for long periods of time, reading, oral comprehension and expression, written comprehension and expression, interpreting school policy and laws, calculate, perform routine mathematical process, memorize and recall objects, people, analyze problems and generate alternatives, reconcile apparent ambiguities, solve multi-variant problems.

**C. Environmental Demands:**

Office environment, frequently work outside, evenings and/or variable hours, traveling from site to site as required.

**V. WORK YEAR:** 12 months/214 days

**VI. SALARY RANGE:** Certificated Management (Range 46)  
\$120,360 - \$140,532 (12 Month/214 Workdays)  
\$1,000 Stipend per year for Ph.D. or Ed.D. Degree

The Board of Education of the Norwalk-La Mirada Unified School District is committed to equal opportunity for all individuals in education. The Norwalk-La Mirada Unified School District prohibits discrimination, harassment, intimidation, and bullying based on actual or perceived age, ancestry, ethnicity, parental status, pregnancy status, color, mental or physical disability, gender, gender identity, gender expression, genetic information, immigration status, marital status, medical information, nationality, race, religion, sex, sexual orientation, or association with a person or a group with one or more of these actual or perceived characteristics. This applies to all acts related to school activity or school attendance within a school under the jurisdiction of the Superintendent of the District. School and District personnel will take immediate steps to intervene when it is safe to do so and when he or she witnesses an act of discrimination, harassment, sexual harassment, intimidation, or bullying.

**Complaints Concerning Discrimination, Sexual Harassment, Harassment, Intimidation, and Bullying:** The Governing Board designated the following person(s) as the Title IX Coordinators/Nondiscrimination Compliance Officers:

<p style="text-align: center;"><b>Title IX Coordinator (Non-Student Issues):</b> Assistant Superintendent, Human Resources or designee 12820 Pioneer Boulevard Norwalk, CA 90650 (562) 210-2131   TitleIX@nlmusd.org</p>	<p style="text-align: center;"><b>Title IX, Title VI, and Title VII Coordinator (Student Issues):</b> Assistant Superintendent, Educational Services or designee 12820 Pioneer Boulevard Norwalk, CA 90650 (562) 210-2101   TitleIX@nlmusd.org</p>
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