



## Kalamazoo Regional Educational Service Agency Job Description

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**Job Title:** Director of Early Childhood Programs  
**Reports To:** Assistant Superintendent of Instruction  
**FLSA Status:** Exempt  
**Prepared By:** Assistant Superintendent of Instruction  
**Approved By:** Human Resources  
**Revised Date:** 01/2016  
**Last Revised Date:** 06/2013

### **Summary:**

To lead, manage and develop highly effective and innovative early childhood development programs for children of Kalamazoo County. The director must have the ability to work positively with early childhood programs, the nine local school districts, higher education, community organizations and the relevant community initiatives in a collaborative manner. The director must be able to determine current and future early childhood program direction, needs, and opportunities for young children preparing them from birth to 3<sup>rd</sup> grade for success in their education. Through a passion for early childhood education, a strong work ethic, a comprehensive understanding of early childhood developmental challenges, and an ability to collaborate, the director will drive measurable improvements in birth to 3<sup>rd</sup> grade outcomes for children in our area.

### **Essential Duties and Responsibilities:**

- Provide ongoing support and leadership related to best practices and current research of early childhood instruction and programs
- Responsible for success of Great Start and Ready Set Succeed as programs
- Supervise and evaluate administrators and coordinators of early childhood programs including Head Start, Great Start Readiness Program, Early On, Preprimary Evaluation Team, and Early Childhood Special Education
- Lead the local area Great Start Collaborative effort coordinating systems of community resources and supports for families
- Strengthen the alignment of KRESA early childhood programs through strong leadership supporting a continuum of programming birth to 3<sup>rd</sup> grade
- Monitor compliance with all policies, regulations and procedures
- Develop budget plan and monitor expenditures and revenue
- Implement a program evaluation model focused on continuous improvement
- Initiate and/or guide positive systems change to support and build program/staff capacity
- Provide leadership within the county for early childhood education and family support systems
- Support a culture of inclusiveness and create an environment of understanding about the diverse community in which we live
- Insure communication and marketing of services with local districts, parents, community
- Oversee the preparation of reports for federal, state and local regulatory agencies
- Regular and consistent attendance
- Other duties as assigned

*Must have knowledge of and comply with the policies and procedures contained in the Kalamazoo RESA handbook.*

**Education and/or Experience:**

Master's Degree in Educational Leadership or related field, Master's Degree in early childhood or early childhood education preferred. Three to five years related administrative experience and or training.

**Certificates, License, Registration:**

As required by Federal and State law.

**Other Knowledge, Skills & Abilities:**

- Works to create a culture of excellence in a compassionate, trustworthy, and respectful manner
- Knowledge of Multi-Tiered System of Supports to address the unique academic and social-emotional needs of all children
- Strong written and verbal communication skills and advanced computing skills including word processing, spreadsheets, database and internet access
- Ability to be innovative and relentless in problem solving
- Ability to read, analyze and interpret data in a data driven organization
- Awareness and understanding of best research based early childhood instructional practices
- Ability to write reports, correspondence, policies and procedures
- Maintains confidentiality
- Displays willingness to support and make decisions with sound judgment in timely manner
- Develops innovative strategies to achieve department goals
- Performs duties as workload necessitates
- Adapts to frequent changes in the work environment
- Uses equipment and materials properly
- Practices positive, safe, and inclusive work habits

**Supervisory Responsibilities:**

Directly supervises Early Childhood Administrators and Coordinators hired by KRESA. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws; Responsibilities include interviewing, hiring, developing, training employees; planning, assigning, and directing work; appraising performance; recognizing and disciplining employees; addressing complaints and resolving problems.

**Physical Demands:**

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The employee is frequently required to reach with arms and hands, stand, walk and sit. The employee must frequently lift and/or move up to ten pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, depth perception and ability to adjust focus.

**Work Environment:**

Office environment with little exposure to excessive noise.

The employee shall remain free of any alcohol or nonprescribed controlled substance in the workplace throughout his/her employment in the District.