

**SAN JOSE UNIFIED SCHOOL DISTRICT**  
San Jose, California

**TITLE:** **Manager, Early Education**

**REPORTS TO:** Director, Instructional Services (PreK-5)

**SUPERVISES:** State Preschool Teachers and Instructional Associates, Clerical Department Staff; Ancillary Classified Support Staff

**JOB GOAL:** Maintain, improve and expand quality early education/ preschool and Child Development programs that are aligned to support K-12 success for children in San Jose Unified School District

**PERFORMANCE RESPONSIBILITIES:**

1. Coordinate resources (staffing, budget, program, facilities, partnerships, grants) as necessary to effectively support high quality early education/preschool efforts within the district.
2. Supervise and evaluate all certificated and classified preschool staff (19 Teachers, 26 Instructional Associates) in district-operated state preschool classrooms, clerical support staff (2) and grant-funded personnel (7) in the Early Education Department.
3. Design and provide effective staff development that supports the implementation of age-appropriate curriculum, classroom strategies and best practices focusing on oral language development, early literacy and school readiness.
4. Manage specific program and contractual requirements as outlined by a variety of funding entities (i.e. CDE/Child Development, FIRST 5, Knight Foundation, Packard Foundation, Smart Start San Jose, other community and business partners.) Develop, prepare, and submit all related grant applications, funding proposals, contracts, reports and required data collection.
5. Ensure program compliance with Department of Social Services licensing requirements, and CDE/Child Development mandated Desired Results assessment system requirements and regulations.

6. Leverage and link existing district preschool programs with emerging state and local initiatives (i.e. Universal Preschool, Preschool for All, FIRST 5 School Readiness Initiative,)
7. Prepare and provide early education/preschool information for district and site staff, community partners, parents and public. Market programs as necessary to secure ongoing program support and maximize enrollment,
8. Participate in Board of Education meetings, district meetings, on district committees, forums, and conferences as requested,
9. Represent the District at local and state meetings consistent with assignment.
10. Perform other assignments as designated by the Director of Instructional Services, PreK-5.

**QUALIFICATIONS:**

1. Appropriate California Administrative Services credential.
2. Master's degree.
3. Five years successful teaching experience at the primary and/or preschool level, with at least 2 years experience in a program with children under the age of 5.
4. Demonstrated leadership skills, organizational ability and flexibility.
5. Ability to provide instructional leadership in implementing new processes, curriculum and programs.
6. Ability to relate in a positive, sensitive manner to all segments of the District, schools and community, including parents and community partners.
7. Excellent verbal and written communication skills.
8. Basic knowledge of state (CDE/Child Development) funding and reporting requirements.

**TERMS OF EMPLOYMENT:**

1. Salary Range: Appropriate level and step of Administrative Salary Schedule (Level 23)
2. Work year: 221 days

**EVALUATION:**

Performance in this position will be evaluated in accordance with the provisions of the Administrator Evaluation Process.

August 2005