

Director II, Early Childhood/Pre-Kindergarten Special Education and General Education

Position Details

Job Code: U7101

Reference Code: A396

Division/Unit: Student Services

Classification: Licensed Administrator

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

FLSA STATUS: EXEMPT

Position Summary

This position is responsible to direct early childhood programs including the placement of eligible children, coordinate programming with other agencies, early childhood programming, coordinate the allocation of resources, assist with parent/guardian support, research and implement best practices, and oversee the day to day operations at all early childhood centers. 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 issues. This position is directly responsible to the Executive Director (Director IV), Instructional Services, Student Services Division (SSD).

Essential Duties and Responsibilities

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

1. Select, assign, evaluate, and supervise the early childhood education teaching staff and support professionals assigned to the Early Childhood Department.
2. Coordinate the early childhood programming, as required under the Individuals with Disabilities Education Act (IDEA) and the state standards for special education.
3. Oversee and monitor 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).
4. Secure new program units for each fiscal year for early childhood special education and general education.
5. Design and direct professional learning opportunities focusing on best practices, Clark County School District initiatives, assessments, and high-quality instructional practices.
6. Implement and maintain District policies and procedures, as they relate to early childhood education.
7. Prepare and administer budgets for the early childhood special education program and related early childhood grants.
8. Facilitate the allocation of resources in support of early childhood programs.
9. Provide direction to early childhood teachers in the implementation of early childhood programs.
10. Provide in-service training and technical assistance regarding procedures and instructional techniques.
11. Direct early childhood programming within Title I schools.
12. Collaborate with various District administrators in the development, implementation, and evaluation of several special education and general education early childhood projects including, but not limited to grant writing, developing initiatives, providing technical support, and reviewing policies and procedures.
13. Anticipate possible interagency concerns and respond on behalf of the District to affect resolutions.
14. Assist in the identification and placement of eligible children and coordination of appropriate related services for involvement in the early childhood programs.
15. Provide consultation to administrators, staff, and the public regarding early childhood special education programs as well as early childhood general education programs.
16. Direct community-based early childhood sites and manage building operations.
17. Establish and implement parent/guardian involvement programs.
18. Coordinate Extended School Year (ESY) services for early childhood students.

19. Perform other duties related to the position, as 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 and elementary level instruction.
 4. Knowledge of curriculum and additional 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 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 and develop PowerPoints for professional learning opportunities and best practice activities.
 9. Ability to create positive working environments.
 10. Ability to prepare and validate reports and review all evaluations, reports, and research.
 11. Ability to maintain and administer budgets and high quality Early Childhood Programs.
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Position Requirements

Education and Training

An earned master's degree from an accredited college or university.

Licenses and Certifications

Hold or be able to acquire, by time of appointment to the position, a Nevada school administrative endorsement, as appropriate.

Experience

1. Have previously demonstrated five (5) years of successful licensed teaching experience in an accredited 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 experience in an accredited K-12 public or private school **and** currently hold a valid Nevada school administrative endorsement.
2. A minimum of two (2) years of experience as a contracted administrator in an accredited K-12 public or private school (or) two (2) years of experience as a contracted administrator in a related administrative position.
3. Demonstrated experience in federal and state grants financial management.
4. Successful performance in position held at time of application.

Preferred Qualifications

1. Thorough working knowledge of Individuals with Disabilities Act (IDEA), Title I, and CCSD Special Education procedures.
2. Demonstrated skills in planning, organizing, and coordinating programs and instructional activities.
3. High level of self-confidence, initiative, and self-direction.
4. Excellent organizational skills and communication skills.

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

- Revised: 04/13/22
- Created: 09/22/08

