

Work Environment The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually quiet.

REPORTS TO Executive Director of Elementary Programs

GENERAL RESPONSIBILITIES

1. Supervises the development, implementation, and coordination of District basic prekindergarten programs.
2. Ensures compliance with federal, state and local regulations pertinent to District basic prekindergarten programs.

SPECIFIC RESPONSIBILITIES

1. Facilitates the preparation of prekindergarten grant applications and required reports for federal, state, and local grant funding agencies.
2. Supervises the development and uniform implementation of the District's basic prekindergarten curriculum design.
3. Supervises the provision of health, dental, and other supportive services to basic prekindergarten pupils.
4. Provides guidance and support to principals on basic prekindergarten teachers, aides and support personnel.
5. Plans and implements in-service activities for District prekindergarten teachers, aides and supportive personnel.
6. Serves as clinical consultant to basic prekindergarten teachers on developmentally appropriate instructional methodologies, strategies, materials, learning centers, and evaluative approaches.
7. Supervises the acquisition of grant-funded equipment, materials, and supplies for basic prekindergarten classes and maintains inventories.
8. Works with personnel of the District's kindergarten and exceptional education prekindergarten to ensure coordinated and articulated programs.
9. Prepares, monitors, and amends Head Start and other prekindergarten budgets.
10. Supervises the collection and maintenance of data for preparation of prekindergarten project evaluations.
11. Supervises the implementation of Head Start grant-required parent training/parent education activities.

12. Facilitates the organization and operation of the Head Start Policy Council, the Head Start Finance and Planning Committee and Head Start Parent Committees.
13. Works with the local school readiness coalition to coordinate resources and programs serving four-year-olds.
14. Attends pertinent local, state, and regional meetings and conferences.
15. Performs such other duties as assigned.