

**Position:** Executive Director of Early Childhood Services

**Job Classification:** Administrative

**Reports To:** Superintendent

The Executive Director of Early Childhood Special Services is responsible for the planning, coordination, supervision, and overall program management of early childhood programs at the MAISD, including Head Start, Early Head Start, Great Start Readiness Program, direct early childhood center operations at assigned district locations, Great Start Collaborative, and other assigned programming. This also includes Early Head Start and Head Start in Oceana county. The Executive Director leads the planning and visioning of a high quality, integrated countywide system of birth-five system resulting in children ready to succeed in Kindergarten and beyond.

**Qualifications:** The Executive Director of Early Childhood Special Services must possess a Master's degree in Education, Early Childhood, Non Profit Organizational Management or related field, or equivalent combination of education and experience. Ten years experience working with community's educational and non profit human service communities is strongly preferred.

**Essential Job Functions:**

1. Leads planning and implementation efforts of supporting a high quality birth to five system through the county which produces child outcomes supporting successful Kindergarten entry.
2. Oversees all daily aspects of assigned early childhood programs, including but not limited to supervision of staff, short and long term planning, and grant management and reports.
3. Provides direct supervision and evaluation of early childhood staff members in accordance with Board policy and federal/state regulations.
4. Seeks new funding streams for support of early childhood initiatives.
5. Fiscal oversight of assigned programs and ensures compliance with all federal and state grant regulations.
6. Prepares and submits all grant and supplemental funding proposals for early childhood programs.
7. Works collaboratively with subrecipient organizations and community organizations in delivering high quality early childhood services/programs throughout the service area.
8. Effectively implements the Head Start Program Performance Standards in cooperation with partner districts and the Head Start Policy Council.

9. Acquires and maintains a thorough knowledge of all laws, rules, regulations, and policies pertinent to the operation of early childhood programs and services. Interprets pertinent information for the Board of Education, administration, staff, and the delegate districts, as well as for the Head Start Policy Council.
10. Liaisons with federal and state officials and early childhood associations in order to advocate and be informed of early childhood initiatives.
11. Upholds the Head Start Code of Conduct.
12. Attends meetings of the Board of Education and provides information to the Board at the request of the Superintendent.
13. Performs such other tasks and assumes such other responsibilities as the Associate Superintendent Director may assign.

Annual Salary = \$129,464

Expense Account = \$0

Reimbursed Expenses = \$0

Supplemental Compensation = \$8,750