



**DAVID DOUGLAS SCHOOL DISTRICT #40**  
**JOB DESCRIPTION**  
**Administration**

**JOB TITLE: Early Learning Administrator**

**Reports To: Director of Student Services**

**Supervises: Early Childhood Inclusion Specialist**

**Job Purpose Statement/s:** Supervises the development, expansion, organization, implementation, coordination, and evaluation of the Early Childhood and Preschool instructional programs across the David Douglas School District. This position manages several different funding sources in early childhood, grant reporting, and programmatic requirements for Early Learning.

**Essential Job Functions:**

- **Develop** and **implement** a vision for Early Learning in David Douglas
- **Project** manager for the expansion of Early Learning across David Douglas, including; working with a grant writer to apply funds, ensure sites meet the requirements for an early learning environment, design classroom spaces in alignment with early learning standards and accessibility for all students, manage partnerships with multiple community organizations and grantees.
- **Manage** grant and budget requirements for Preschool Promise, Preschool for All, and The Children's Levy early learning grants
- **Approve** all ordering of materials in alignment with early learning standards and grant requirements
- **Work** with the budget office to review and approve partnership contracts
- **Understanding** of Head Start requirements for Early Learning
- **Support** building Principals with recruitment and hiring of qualified applicants for teaching and Instructional Assistant positions
- **Partner** and **collaborate** with Multnomah Early Childhood Program (MECP) to serve students with disabilities as agreed in our partnership agreement
- **Understanding** of the requirements related to students with disabilities in early learning inclusive environments
- **Ability** to work collaboratively with families, outside agencies, and community partners
- **Understanding** of Universal Design in early learning spaces, materials, and curriculum
- **Knowledge** of early literacy and language development and ensure these practices are present in programs
- **Understanding** of state requirements for early childhood classified staff, including the management of the Oregon Registry classified staff
- **Align** program philosophy and professional learning across early learning environments within David Douglas.
- **Responsible** programmatic assessment
- **Direct** supervision and performance evaluation of certified and/or classified staff
- **Stay** current on best practices in Early Childhood Education

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### **Skills, Knowledge and/or Abilities Required:**

*Abilities* to sit for prolonged periods, provide direction to others and make independent judgments, recall and maintain records, meet deadlines, communicate with individuals of varied cultural and educational backgrounds, communicate in oral and written form. Significant physical abilities include reaching/handling/fingering, talking/hearing conversations, near visual acuity/visual accommodation

### **Experience Required:**

- Minimum 5 years of experience within an early learning environment as a teacher or administrator

### **Education/Licenses Required:**

- Master's Degree in Early Childhood Education, K-12 Education, or related field
- Hold an Oregon Administrator License
- Valid driver's license and evidence of insurability
- Criminal Justice fingerprint clearance.

**Must be enrolled in the Oregon Central Background Registry prior to beginning employment and enrollment must be maintained throughout employment.**

**The David Douglas School District welcomes applications from candidates that expand the District's diversity.**

Multi-Cultural preferred. Bi-Lingual preferred.

**Terms of Employment:** 260 days per year. Salary to be established by the Board.

**Evaluation:** Performance of this job will be evaluated annually in accordance with provisions of the Board's policy on evaluation of professional personnel.