

# Sunflower County Consolidated School District

Miskia Davis, Interim Superintendent

*"United For Excellence"*



## **JOB DESCRIPTION**

**TITLE:** Director of Early Learning Collaborative (Pre K & K)

### **QUALIFICATIONS:**

- Mississippi educator license in Educational Administration and Supervision
- Successful experience in classroom teaching and administrative and/or supervisory experience
- Able to communicate effectively to the Board of Trustees and various other lay and professional audiences
- Ability to perform all tasks identified in this job description
- Good physical condition with ability to lift 10 pounds

**JOB GOAL:** Supervise all Early Learning Collaborative efforts, provide support for teaching and learning for all Pre-Kindergarten and Kindergarten programs, and ensure compliance with all programs as it relates to district-wide early learning efforts

**REPORTS TO:** Superintendent

**SUPERVISES:** Pre-Kindergarten and Kindergarten personnel

### **PERFORMANCE RESPONSIBILITIES:**

- Supervise the development, organization, implementation, coordination, and evaluation of the Early Learning Collaborative and Kindergarten instructional programs to ensure that all students will meet or exceed the Mississippi College and Career Readiness Standards
- Work collaboratively to lead and nurture members of the staff and communicate effectively with parents, members of the community, and colleagues throughout the school district and community
- Manage all components of the Early Learning Collaborative project, including but not limited to, annual revision/update of the proposal to MDE, establishing annual targets per the approved project, and creating plans to ensure that project requirements are implemented and the district programs are in compliance
- Ensure that all Early Learning Programs (Pre-K/K) meet state Accountability Process Standards compliance requirements
- Conduct a monthly review of program compliance and provide said report to the Superintendent
- Design, promote, implement, evaluate and maintain quality Early Learning programs offered through the Early Learning Collaborative and district Kindergarten program
- Develop, share and regularly update a strategic plan for the early learning work that reflects shared commitment to improve outcomes for children and close achievement gap
- Hire, supervise, create work schedules and evaluate all licensed and non-licensed staff in the Early Learning Collaborative program

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- Develop and implement staff professional development opportunities for Pre-K/K ensuring that these sessions are informed by current research and student-based data and is focused on effective instruction
- Conduct regular classroom observations for the purpose of providing constructive and supportive feedback to Pre-K/K teachers
- Establish and collaborate with other district departments and community organizations to provide leadership in developing and implementing community-wide strategies to serve the early learning needs of each and every Pre- K/Kindergarten child
- Increase the number and strengthen partnerships between child-care organizations
- Lead the development and regular updating of community-based needs assessments that identify child/family demographics and early learning needs
- Develop and maintain strong relationships with families of early learners, including the children, their parents and other care-takers
- Incorporate family engagement in the Early Learning Collaborative action plan
- Provide leadership and coordination in the development of early childhood (Pre-K/K) curriculum and the implementation of instructional program, evaluating programs and services on a regular basis to encourage the use of a variety of instructional strategies and materials consistent with research on early childhood learning and child growth and development
- Work with elementary principals to provide seamless student transitions to our K-5 program
- Prepare and be accountable for fiscal affairs related to all Early Learning Collaborative budgets and the state and local reports with the Mississippi Department of Education
- Create and distribute Early Learning instructional material to families of Pre-K/K children
- Disseminate information about all programs using a variety of modes of marketing and communications
- Prepare for and conduct regular Early Learning staff meetings and Professional Learning Community (PLC) meetings for all program areas (Pre-K/K teachers)
- Organize the Early Learning Collaborative committee meetings where community needs, interests and the direction of program implementation are discussed and where preliminary recommendations for future direction are formulated
- Participate in the required community outreach meetings and serve on councils/committees throughout the county to support the Early Learning Collaborative
- Remain a learner and stay current about topics related to early childhood development, developmentally appropriate curriculum, evidence-based instructional practices and research-based theory and strategies
- Collaborate with the district test coordinator to ensure that program assessment requirements are implemented throughout the district
- Serve as the MKAS Liaison for Pre-K/K to ensure ALL students are tested based on state

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- requirements
- Ensure on-going progress monitoring (STAR EARLY LITERACY) at all district schools
- Review data, determine gaps, and work with teacher and administrators to assist with intervention/remediation efforts to meet established SEL Scale Score requirements for proficiency
- Collaborate with district curriculum specialists to ensure MDE Literacy support for Kindergarten teachers
- Think and dream big about the possibilities and facilitate organizational change and transitions as appropriate in response to identified gaps and overlaps
- Perform such other tasks and assumes such other responsibilities as requested by his/her supervisor(s)

**TERMS OF EMPLOYMENT:** Salary and work year established by SCCSD School Board.

**EVALUATION:** Performance of this job will be evaluated bi-annually by the Superintendent.

**Approved by:** SCCSD School Board Date: \_\_\_\_\_

**Reviewed and agreed to by:** \_\_\_\_\_ Date: \_\_\_\_\_  
(Employee)

\_\_\_\_\_ Date: \_\_\_\_\_  
(Supervisor)