

Central Family Center Administrator

Category: **Unaffiliated**

Date Posted: **5/30/2019**

Location: **Central Family Center - Early Childhood Programs**

Date of Availability: **07/01/2019**

Date Closing: **06/06/2019**

Description:

Full Time, 1.0 FTE, Central Family Center Administrator (.5 Building Leadership & .5 Special Education Supervision)

Schedule: (260 Days)

Salary: Unaffiliated Contract - Annual Salary \$95,000 to \$115,000.

Reports to: Under the direction of Assistant Superintendent and Director of Special Services

Job Summary:

Central Family Center Administrator manages the operation, functions, and provides leadership to the District's early childhood programming and initiatives. This includes providing leadership in the development, implementation, and oversight of quality programming for all students including those with disabilities. This position is responsible for hiring, supervising, and evaluating all staff in the building. The Central Family Center Administrator ensures effective programming in compliance with due process laws, practices and procedures by providing support to staff, parents and others as required.

Essential Duties & Responsibilities:

- Plan, develop, supervise and evaluate programs and services to meet the diverse needs of parents and children (birth to age 5), including ECFE, ECSE, Preschool programs, School Readiness, Home Visiting and Early Childhood Screening.
- Envision and implement new program initiatives through needs assessment, research, networking and collaboration to meet changing community needs.
- Collaborate with other agencies and district staff (Principals, Student Services, and Teaching & Learning) to assure programs are coordinated, integrated and aligned district-wide.
- Recruit, hire, supervise, and evaluate staff for early childhood, family programs, and special education.
- Provide instructional leadership, professional development, implement staff development plans, assure curriculum and assessment match best practice and align with district and program goals, conduct team meetings and evaluate programs and staff.
- Develop and implement early childhood and family program policies, systems and procedures for effective and efficient program delivery. Assure program meets quality and safety standards, requirements of various funding streams, as well as policies set by the Minnesota Department of Education and the District 720 School Board.
- Observe and evaluate programs and instructors. Conduct program evaluation and use data to inform decisions in providing high quality and responsive programming
- Prepare, recommend and monitor budgets for all programs and complete financial and year-end reports as required.
- Provide leadership in the development, implementation, and oversight of quality programming for students with disabilities at the building level with support of the Director of Special Services.
- Assist the Director of Special Services in analyzing, developing and modifying special education programs to meet the needs of students.
- Monitors compliance with special education due process requirements, staff caseloads and continuum of services with the District.
- Communicate with parents, school staff, and representatives of outside agencies and organizations
- Provide information to parents including the available programs, referral/assessment process, special education services available with the district, and their rights.
- Serve as a resource pertaining to student behavior management and learning strategies

- Support teams in fidelity of behavior plan implementation and ongoing progress monitoring
- Collaborate and communicate effectively with educational staff to plan, implement, monitor and review behavior interventions

Qualifications:

Education:

- A minimum of a graduate degree in special education and/or early childhood education.
- Minnesota Administrator License as Director of Special Education and/or K-12 Principal Preferred

Desired Experience:

- Previous experience working in Early Childhood Education
- Previous experience working in Special Education
- Previous experience working in administrative or supervisory role

Special Knowledge or Skills:

- Strong leadership and time management skills
- Ability to manage multiple projects simultaneously
- Knowledge of special education and early childhood issues, changes in federal and state law as well as case law, and educational research based instructional practices.
- Problem solving and conflict resolution skills
- Knowledge of District's general administrative policies and procedures
- Excellent interpersonal, verbal and written communication skills
- Skills in problem analysis, data collection and problem solving
- Knowledge of and ability to work with special needs learners
- Ability to make decisions and act within the district and program policies, procedures and guidelines
- Experience with program visioning and leading change to meet needs of diverse community
- Demonstrated instructional leadership, including skills in instructional improvement, curriculum and professional development, and on-site management
- Intercultural competence and experience working with diverse populations
- Experience effectively supervising staff and managing educational programs in an inclusive environment

Application Procedure:

You must be a permanent employee of the district to use the internal application. Substitutes are not considered internal applicants and must complete the full external application. Apply online at <http://www.applitrack.com/shakopee/onlineapp/> under posting number 4267.

Selection Procedure:

Applications will be reviewed until the position is filled. Those selected for interviews will be contacted.