

**RIVER DELTA UNIFIED SCHOOL DISTRICT
DIRECTOR
FIRST 5 SCHOOL READINESS**

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

DEFINITION

To promote increased student academic achievement through development and promotion of School Readiness programs utilizing grant funds from First 5 Sacramento Commission. Upon award implement and coordinate service as per grant contract effective through grant funding period. To provide effective management, service coordination including budgeting, evaluation, planning and reporting through award period. This program is funded completely through the grant(s) awarded and will terminate when applicable grant(s) terminate.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Superintendent.

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS -- *Essential and other important responsibilities and duties may include, but are not limited to, the following:*

Essential Functions:

1. Designs implementation of grant proposal and follow-up reports by submission deadline.
2. Partner with SR Specialist to effectively liaise with community, schools, collaborative partners, the First 5 Sacramento Commission, the District and any developing integrated services for children and families.
3. Partner with SR Specialist to promote First 5 School Readiness activities and opportunities through newsletters, special announcements, programs and other marketing methods.
4. Assists in the development of implementation of community-wide projects through coordination with existing resources and community leaders.
5. Oversee the organization, plan and implementation of programs for the First 5 Readiness program operations and coordinates staff after grant award notification.
6. Guide SR Specialist efforts and effectively partners to manage internal First 5 School Readiness program operations and coordinates staff after grant award notification.
7. Promote, with SR Specialist, external relations, fostering and maintaining the coalition of service providers, local businesses, community groups and elected officials.
8. Oversee staff development activities for First 5 School Readiness programs and school staff.
9. Provide oversight and guidance for First 5 School Readiness long-term planning and evaluation in collaboration with First 5 Sacramento Commission.
10. Oversee maintenance of computer database, process evaluation and completion of all required reports to the commission.
11. Assists in identifying special needs of identified students and families.
12. Attend First 5 School Readiness meetings providing insight into grant contract compliance.
13. Chairs First 5 Collaborative meetings and attends First 5 Sacramento monthly School Readiness meetings and quarterly contractor's meetings
14. Oversee collections and maintenance of necessary documentation relating to First 5 School Readiness activities, goals and objectives.

15. Monitor budget and expenditures according to the program requirements.
16. Process employee evaluations for School Readiness Specialist and School Readiness Office Specialist.
17. Perform other duties assigned.

ADDITIONAL JOB DUTIES AND RESPONSIBILITIES:

1. Monitor budget and expenditures according to the programs requirements for the preschool for 2 sites.
2. Write, apply for, and administrate First 5 funding cycle.
3. Apply and obtain preschool license.
4. Attend trainings and courses held by the Community Care Licensing.
5. Abide by specific classroom space requirements, and outdoor classroom space requirements.
6. Purchasing materials needed and establishing the classroom environment.
7. Oversee overall project management of construction of the preschool.
8. Assure that the preschool staff, building and environment is under state compliance.
9. Ensure comprehensive screenings are conducted; Ensure School Readiness coordinator communicates comprehensive screenings results with families.
10. Partner with School Readiness Specialist and administrators to create the parent student handbook for the preschool.
11. Oversee the lead preschool teacher, assistant preschool teachers, and home visitor.
12. Hold monthly staff meetings and staff development for School Readiness Coordinator, School Readiness Office Specialist, the lead preschool teacher, assistant preschool teacher and home visitor staff.
13. Process employee evaluations for lead preschool teachers, assistant preschool teacher, and home visitor.

QUALIFICATIONS

Knowledge of:

Strong knowledge with First 5 School Readiness program development for RDUSD.

Possesses management or coordination experience in program/team development that involves a broad scope of responsibility and direction with emphasis in multi-disciplinary team approach.

Possesses strong written and verbal communication skills.

Knowledgeable about community resources and county program that serve the needs of at-risk students and families.

Familiar with the basic operations of school district and school site

Has understanding of appreciation for the community's culture, as well as knowledge of methods to assist in the development of increases self-awareness and a positive self-concept.

Education and Experience

Bachelor's Degree

Previous experience working with the public/private schools, public schools or community base organization

Ability to talk on phone to coordinate services and to secure needed resources.

Grant writing experience.

Knowledge of First 5 Sacramento School Readiness processes.

Ability to work independently.

Strong interpersonal skills

Fundraising and development experience desirable

Willingness to make a three-year commitment to the program if implementation grant awarded

Computer skills including word processing and databases

Certification

Valid California Driver's License

WORKING CONDITIONS

Environmental Conditions:

Office and School environment.

Physical Conditions:

Essential functions may require maintaining a physical condition necessary for sitting for prolonged periods of time.

Salary Schedule/Range

Range 15; RDUSD Confidential/Classifies Management Salary Schedule

Part time (0.5 FTE)