

GLADSTONE SD 115

Early Learning Director (222)

JOB POSTING

Job Details

Title	Early Learning Director
Posting ID	222
Description	Supervisor: Superintendent Classification: Administrator Work Year: 225 Day Contract

Gladstone Center for Children and Families has an opening for a Director beginning in the 2020-21 school year. Additional information may be found on our website: <http://gladstone.k12.or.us/center/>

Application Deadline: January 31, 2020
Start Date: July 1, 2020

Apply through our website at: <https://gladstone.tedk12.com/hire/index.aspx>

Salary is based on experience as per the Administrator Salary Schedule, plus a comprehensive benefit package including district paid 6% PERS.

Job Goal:

Early Learning Director of the Center for Children and Families, who is actively involved and responsible for management, leadership, and collaboration of staff as assigned. This includes holistic wraparound services for babies through kindergartners, curriculum, instruction, staff, budget, physical facilities, public relations, and safety and welfare of the students, families, and children.

Minimum Qualifications:

1. Master's Degree required, with emphasis on early childhood education plus proper certification in educational administration.
2. The appropriate State of Oregon license.
3. Successful experience in teaching and/or administration preferred.
4. Experience as a teacher or administrator in early childhood education is preferred.
5. Superior interpersonal skills with demonstrated ability to successfully work with all staff and partner leaders and staff in a professional and collaborative manner.
6. Superior oral, written, and technology communication skills.
7. Experience managing a multi-agency partnerships, diverse education, human services, and vocational development enterprise preferred.
8. Maintain the highest standards of ethics, honesty, integrity, and personal conduct.
9. An understanding of early childhood development and multi-sector partnerships and collaboration.

Essential Functions:

1. The ability to supervise educational staff in the delivery of instruction and assessment.
2. Demonstrate an understanding and provide leadership in responding to educational reform.
3. The ability to problem-solve, honoring diverse educational and social human service philosophies.
4. Ambassador for all programs and services provided at the GCCF.
5. The ability to make program and daily management decisions efficiently and fairly for all staff, partners, children, and parents served at the Center.
6. A high degree of organizational skill and the ability to multi-task.
7. An ability to represent all partners equitably in Center-wide initiatives and programs.
8. The ability to cooperatively develop a Center-wide master calendar that represents fair and equal access to the GCCF's common spaces (Indoor Playroom, outdoor playground, cafeteria, etc.)
9. Responsible for continuing to develop the educational and social service partnerships at the GCCF.
10. Possess an understanding of adult development and how that affects the parents' role in supporting their children.
11. Knowledge of educational budgets and the ability to manage grant funds on behalf of the entire Center.
12. Prepare and administer an annual budget.
13. Promote positive student behavior and discipline in accordance with District and Partnership policies.
14. Prepare and implement school regulations and procedures consistent with District and Partnership policies.
15. Be knowledgeable and informed regarding early childhood development.
16. Maintain effective relationships with staff, partners, students, parents and County, State, and private sector organizations.
17. Become familiar and knowledgeable of the state laws and District and Partnership policies concerning his/her school operation.

18. Carry out any other duties assigned, which are job related, upon administrative request.

ADDITIONAL RESPONSIBILITIES:

1. Convening the Management Team and chairing its meetings including preparing agendas, taking meeting notes and overseeing task groups.
2. Maintaining the master calendar developed by the GCCF Shared Management Team.
3. Facilitating the resolution of disputes within the GCCF Shared Management Team.
4. Coordinating the implementation of a comprehensive GCCF Shared Management Team plan to ensure a safe and wholesome environment.
5. Coordinating the implementation of GCCF Shared Management Team plans and procedures related to the coordinating interagency efforts to support the needs of specific children and their families.
6. Assisting in the development and dissemination of information about the programs and services offered by all partners, including an annual report about the Center as a whole.
7. Assisting in the promotion of those services.
8. Serving as an administrative liaison between the Gladstone School District and the onsite managers of partner programs.
9. Other functions identified by the GCCF Shared Management Team or assigned by the Superintendent that help to create an integrated program for children and families.
10. Coordination with the various programs, philosophies and social services provided to young children and their families in the GCCF, Clackamas County, and the state of Oregon is required.
11. Interest in working with local universities to develop educational goals and research interests that benefit both the GCCF and the early childhood education in general.
12. Coordination with private businesses such as pediatric clinics, pre-schools, and childcare providers in the Gladstone/Oregon City area for the development of educational and social service programs.

Shift Type
Salary Range
Location

Full-Time
Per Year
Gladstone Center For Children and Families

Applications Accepted

Start Date **01/13/2020**
End Date **01/31/2020**

Job Contact

<i>Name</i>	Tammy Tracy	<i>Title</i>	HR Director
<i>Email</i>	tracyt@gladstone.k12.or.us	<i>Phone</i>	503.655.2777