

**GREGORY-PORTLAND INDEPENDENT SCHOOL DISTRICT
JOB DESCRIPTION**

Job Title: Assistant Director of Early Childhood

Wage/Hour Status: Exempt

Reports to: Director of Early Childhood

Admin/Prof Pay Grade:104 (212 Days)

Dept./School: G-PECC

Date Revised: 04/06/2022

Grant Funded Position: 2022-2023

Primary Purpose:

Assist the school principal in overall administration of instructional program and campus level operations.
Coordinate assigned student activities and services.

Qualifications:

Education/Certification:

Master's degree

Texas principal or other appropriate Texas certificate

Certified Texas Teacher Support and Evaluation System (T-TESS) appraiser

Special Knowledge/Skills:

Thorough understanding of school operations

Strong organizational, communication, and interpersonal skills

Ability to coordinate campus support operations

Core Knowledge of early childhood/child development

Bilingual, preferred

Experience:

Two years experience as a classroom teacher

Major Responsibilities and Duties:

Instructional Management

1. Participate in development and evaluation of educational programs.
2. Encourage and support development of innovative instructional programs, helping teachers pilot such efforts when appropriate.
3. Promote the use of technology in teaching/learning process.

School/Organizational Climate

4. Promote a positive, caring climate for learning.
5. Deal sensitively and fairly with persons from diverse cultural backgrounds.
6. Communicate effectively with students and staff.

School/Organizational Improvement

7. Participate in development of campus improvement plans with staff, parents, and community members.
8. Help principal develop, maintain, and use information systems to maintain and records to track progress on campus performance objectives and academic excellence indicators.

Personnel Management

9. Observe employee performance, record observations, and conduct evaluation conferences. Serve as second appraiser for designated teacher appraisal system.
10. Assist principal in interviewing, selecting, and orienting new staff.

Administration and Fiscal/Facilities Management

11. Supervise operations in principal's absence.
12. Help plan daily school activities by participating in the development of class schedules, teacher assignments, and extracurricular activity schedules.
13. Supervise reporting and monitoring of student attendance and work with attendance clerk on follow-up investigations.
14. Work with department heads and faculty to compile annual budget requests based on documented program needs.
15. Requisition supplies, textbooks, and equipment; check inventory; maintain records; and verify receipts for materials.
16. Assist with safety inspections and safety-drill practice activities.
17. Coordinate transportation, custodial, cafeteria, and other support services.
18. Comply with federal and state laws, State Board of Education rule, and board policy.

Student Management

19. Ensure that students are adequately supervised during noninstructional periods.
20. Help to develop a student discipline management system that results in positive student behavior.
21. Ensure that school rules are uniformly observed and that student discipline is appropriate and equitable.
22. Conduct conferences on student and school issues with parents, students, and teachers.

Professional Growth and Development

23. Participate in professional development to improve skills related to job assignment.

School/Community Relations

24. Articulate the school's mission to community and solicit its support in realizing mission.
25. Demonstrate awareness of school-community needs and initiate activities to meet those needs.
26. Use appropriate and effective techniques to encourage community and parent involvement.

Other

27. Has regular in person attendance and complies with notification procedures for absences.
28. Perform other duties as assigned.
29. Follow district safety protocols and emergency procedures.

Supervisory Responsibilities:

Share supervisory responsibility for professional staff with school principal. Supervise teachers, custodians, paraprofessionals, clerical personnel and others as assigned.

Working Conditions:

Mental Demands/Physical Demands/Environmental Factors:

Maintain emotional control under stress. Work with frequent interruptions. Occasional districtwide travel; occasional prolonged and irregular hours.

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Gregory-Portland Early Childhood Center Assistant Director Job Description Addendum¹

In addition to the regular duties described in the assistant principal job description, this addendum outlines competencies and the behavior and demeanor expected of the Assistant Director of Early Childhood at G-PECC.

G-PECC Overview:

The Gregory-Portland Early Childhood Center is a unique, experiential learning environment that provokes curiosity and leads to authentic learning opportunities through a balance of child-initiated play and teacher-guided activities. The focus of the learning center is to promote literacy and numeracy development in an engaging environment. Eighteen of the thirty-eight classrooms are theme-based experience rooms ready for exploration. Another eighteen classrooms will be well-organized environments that reinforce a sense of calm, belonging and learning. Children in prekindergarten will spend the majority of their day in the experience rooms. Kindergarten will spend the majority of their day in more traditional classrooms. The G-PECC is designed to build background knowledge, promote language skills and provide opportunities for practicing social and emotional competencies. The Texas Prekindergarten Guidelines and Kindergarten Texas Essential Knowledge and Skills (TEKS) are the foundation for the center’s curriculum and instruction.

G-PECC Culture:

The foundation for the school culture at G-PECC is reflected in our mission to “inspire our students to wonder constantly, choose kindness and work and play together.” Adults will demonstrate how to exemplify these principles through their actions and interactions with each other, students and families.

Principles	Exemplification
	The Assistant Director is expected to be committed to the following practices:
Wonder constantly	<ul style="list-style-type: none"> ● Believes all children and adults can learn and achieve ● Perseveres and keeps looking for solutions when a student or adult struggles ● Eager to sharpen knowledge and skills through professional development ● Reflects on own practices to constantly improve
Work and Play Together	<p>To advance the school and district’s vision and goals:</p> <ul style="list-style-type: none"> ● Willing to develop, implement and engage in crucial conversation, coaching and accountability measures ● Continuously prioritizes, plans and organizes teams and events ● Leads PLCs (lesson study, instruction, assessment, data analysis, culture) ● Ability to receive and act on feedback with humility and an open mind ● Accepts personal ownership for school success and student growth ● Engages in collaboration with adults in our community that advances our practices ● Demonstrates belief in the team’s ability to positively affect student achievement
Choose Kindness	<ul style="list-style-type: none"> ● Conscientious with a strong sense of personal responsibility ● Committed to practices that embrace diversity, equity and inclusion ● Demonstrates ability to develop a positive, supportive school culture ● Values the diversity of families and respectfully collaborates with families as partners

¹ Revised 03.28.22

	<ul style="list-style-type: none"><li data-bbox="358 107 634 170">• emotional well-being <p data-bbox="813 102 1511 134">Demonstrates a trauma-informed approach to behavior and social</p>
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