



Elgin Independent School District- Job Description

<u>Job Title</u> Director of Early Childhood Education		<u>Dept./School</u> Administration	<u>Reports to</u> Executive Director of Teaching & Learning
<u>Pay Grade:</u> 6AP	<u>Days:</u> 226	<u>FLSA Status</u> Exempt	<u>Date Revised</u> March 14, 2025

Job Overview: Responsible for the overall management of the District's early childhood and pre-kindergarten services. Oversees the learning and services within the Child Development Center and campus-based pre-kindergarten classrooms. Ensures that the development and delivery of the Individual Educational Plans (IEP), early childhood curriculum, and instructional programs are effective while incorporating District goals to support student achievement and developmental wellness.

Education/Certification:

- Master's degree from an accredited university
- Valid Texas teaching certificate with Mid-Management or Principal Certification
- Certified Texas Teacher Evaluation and Support System (T-TESS) appraiser (or ability to become an appraiser)
- Ability to meet [Center Director Qualifications](#) from the Texas Department of Health and Human Services and obtain certification

Special Knowledge/Skills:

- Knowledge of early childhood curriculum and instruction
- Knowledge of special education best practices and laws
- Knowledge of childcare minimum standards of operation and licensure requirements
- Ability to interpret data and evaluate instructional programs and teaching effectiveness
- Ability to manage budget and personnel
- Ability to implement policy and procedures
- Strong communication, public relations, and interpersonal skills

Experience:

- Three years experience as a classroom teacher (Early Childhood experience preferred)
- Five years experience in instructional leadership roles or three years experience as a campus administrator
- Experience working within a Texas Rising Star public or private childcare center preferred

Major Responsibilities and Duties:

- Manage day-to-day activities at the Child Development Center

- Manage child care services for teen parents and school district employees
- Monitor and evaluate program quality and implement improvements
- Recruit, train, mentor, and evaluate teaching and support staff
- Maintain all appropriate records
- Handle tours and marketing for the Child Development Center
- Manage enrollment, tuition collection, and financial operations for the Child Development Center
- Work actively with teachers to maintain high curriculum standards
- Hire, train, and evaluate teachers at the Child Development Center
- Prepare and maintain budgets and annual reports
- Establish performance goals and objectives for teachers and staff
- Visit classrooms and observe teaching methods; provide feedback for teacher growth
- Develop and implement age-appropriate curriculum aligned with early childhood education standards
- Review instructional objectives and adjust accordingly
- Ensure compliance with state and federal program requirements
- Oversee facility maintenance, safety protocols, and security measures for the Child Development Center
- Build relationships with families and respond to their needs and concerns
- Coordinate communication between campuses to ensure consistent practices

Mental Demands/Physical Demands/Environmental Factors:

Tools/Equipment Used: Standard office equipment including personal computer and peripherals

Posture: Prolonged sitting; occasional bending/stooping, pushing/pulling, and twisting

Motion: Repetitive hand motions, frequent keyboarding and use of mouse; occasional reaching

Lifting: Occasional light lifting and carrying (less than 15 pounds)

Environment: Frequent district wide travel; occasional statewide travel

Mental Demands: Work with frequent interruptions; maintain emotional control under stress

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.