Site Administrator, Early Education-Out of School

Posting Date: March 24, 2014
Start Date: July 1, 2014
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Please Apply: https://sfusd.searchsoft.net/ats/app_login?COMPANY_ID=00012821
Salary: Per UASF Contract

The Site Manager, under the administrative direction of the Executive Director of Early Education Department and the EED Directors (Program Quality & Enhancement and Systems and Operations), manages and supervises the educational process at early education sites; selects, supervises and provides professional development for Early Education Schools (EES) teachers, paraprofessionals, clerks and houseparents; aligns and monitors budgetary, human and material resources to correlate with student learning goals of the site Professional Development and Budget Plan; ensures sites adhere to and are compliant with Title 1, Title 5, Title 22 and Head Start requirements, depending on site specific funding streams; actively participates in Equity Centered Professional Learning Communities; supports all EED principles and initiatives (Instructional Coaching, EED Principles of Professional Development etc.); and performs related duties as required.

Essential Functions and Performance Responsibilities:

- Evaluates, supervises, and develops the capacity of all staff (teachers, paraprofessionals, clerks, house parents, etc.) either directly or in collaboration with EED central staff, Instructional Coaches, other District departments, and/or external consultants as appropriate.

- Evaluates staff performance in accordance with contractual agreements, evaluation cycle timelines, and accepted standards of practice.

- Actively promotes access, equity, accountability and social justice engaging in actions and practices that are consistent with SFUSD’s ‘Beyond the Talk’.

- Ensures implementation of site adopted educational approaches; actively engages in classroom team meetings; is highly visible in classrooms; recognizes and embraces her/his role as an instructional leader; and is committed to building the capacity of all staff to best serve children and families.

- Develops and disseminates schedules, agendas, and expectations for staff meetings as well as site, EED Central Office, and District professional development.

- Models, coaches and supports individual teaching staff; designs and implements staff performance expectations, goals and standards.

- Supports pro-social development, early literacy and language development for English Learners (with particular emphasis on dual language learners), inclusive education practices, and Common Core State Standards.

- Supports teaching staff in the use of documentation, administration of assessments and use of data to inform instructional support in the classroom.

- Supports the site to maintain ECERS baseline criteria and reliability (4.5 score or higher).

- Ensure that the EED Assessment Timeline is adhered to and implemented (DRDP-PS, ECERS/SACERS/ITERS, Parent Surveys, Program Action Plan).

- Ensures the ongoing development and implementation of a fully operational site Center Parent Advisory Council (CPAC).

- Designs after-school programs for students with the following three components: academic tutorial, recreational and athletic, and enrichment; and develops guidelines for appropriate pro-social student behavior.

- Aligns and monitors budgetary, human capital and material resources with student learning goals as defined in the site Professional Development Plan and ensures resources are utilized to provide a safe, efficient, and effective learning environment in keeping with Preschool For All (PFA), Title 5, Title 1, Title 22 or other funding requirements as appropriate.

- Establishes active, cooperative and meaningful relationships with students and parents/families, including regular and timely home/school communications in appropriate languages, encourages family and community engagement.

- Ensures the health and safety of all students and staff by developing and implementing required and appropriate safety plans; participates in the District-wide emergency preparedness program; defines roles and responsibilities for the crisis response team; plans fire and earthquake drills; maintains a clean environment; and monitors the safe operation of the facility and equipment.

- Oversees the preparation and maintenance of variety of records and reports including student sign-in and out sheets, 801A report, etc.
Adheres to all Title 1, Title 5, Title 22, Head Start, PFA and other funding and compliance regulations as appropriate (i.e., maintains Family Files).

**Other Qualifications:**

Experience and Training Guidelines: Bachelor of Arts degree from a recognized college or university and 24 semester units in Early Childhood Education (ECE) or Child Development (CD), plus an additional six (6) semester units in administration and two (2) units in adult supervision; OR a Teaching, Administration, or Administrative Services credential, plus twelve (12) units of ECE and three (3) units of CCTC-approved field experience in an ECE setting; OR Masters of Art degree in Early Childhood Education or Child Development.

Note: BA degree or higher is required for assignment to a program with multiple sites.

Desirable qualifications: Three years of administrative experience in an academic setting, preferably in a public, urban school district.

**IMPORTANT LINK – PLEASE READ!**

After you complete your application please go to SFUSD website and review our District’s Strategic Plan – *Impact Learning. Impact Lives.*


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