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**JOB ANNOUNCEMENT
ASSISTANT DIRECTOR FOR EARLY CHILDHOOD**

The Boulder Valley school system is committed to providing a challenging educational experience for all its students. The district serves a diverse community that demands educational excellence. The communities of Boulder, Louisville, Lafayette, Superior, Broomfield, Nederland, Ward, Jamestown and Gold Hill cover approximately 500 square miles and serve an estimated 205,500 residents, with an enrollment of over 27,800. The University of Colorado and many nationally known organizations and companies are located within its boundaries. Abundant year-round recreational activities are available in the Boulder Valley area. The District is accredited by the Colorado Department of Education.

JOB SUMMARY: The Assistant Director for Early Childhood will provide the overall leadership, direction, supervision and accountability for the district's early childhood education program in the areas of instruction and curriculum, safety and security, student discipline and attendance, staff development and evaluation, community building, human resources and financial management.

RESPONSIBILITIES

The Assistant Director:

- Articulates a belief system through voice and actions that leads the Early Childhood Education (ECE) program with a clear focus, communicating the vision for the program to the Early Childhood staff, building principals and parents
- Articulates effective instructional practices by providing intellectual stimulation, being actively involved in and having knowledge of current research in curriculum, instruction and assessment
- Assess quality of classroom instruction by monitoring, being visible, conducting regular observations, communicating and providing a clear behavioral structure and atmosphere
- Oversee and monitor all services provided to at-risk/Colorado Early Childhood Education students and ECE students with Special Education needs. Ensure compliance with federal and state guidelines and laws. Establish and monitor a supervisory accountability structure for special education classroom certified and classified staff, Child Find staff and office staff. Oversee and authorize the hiring of all ECE staff.
- Develop, implement and monitor yearly FTE allocations and classified staff hours to ensure compliance and equity of resources. Develop an ECE budget to meet the required needs of the at-risk/CPP and population of students with special education needs.
- Serves on District Leadership Team
- Performs other duties as assigned

