

ADMINISTRATIVE JOB OPENING

BRIDGEPORT PUBLIC SCHOOLS

45 Lyon Terrace, Suite 310
Bridgeport, Connecticut 06604

Carole Covino Pannozzo
Executive Director of Human Resources
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DIRECTOR OF EARLY CHILDHOOD PROGRAMS

GENERAL RESPONSIBILITIES:

To direct all aspects of the district's Early Childhood Programs in order to promote: children starting school ready to learn, instructional improvement, and the ongoing growth and development of students and staff.

RESPONSIBILITIES:

- Develops and maintains systems to effectively manage all aspects of the planning, implementation, and evaluation of early childhood programs and services.
- Co-chairs the Bridgeport School Readiness Council
- Provides leadership in the planning and implementation of early childhood services that are coordinated with the efforts of community agencies, district-wide supervisors, and schools.
- Responsible for program compliance and the implementation of budgetary and fiscal controls for all early childhood grants.
- Collaborates with Student Support Services personnel to assure that all appropriate children under the age of 5 are evaluated for special education services.
- Assists in the recruitment of staff, and provides leadership to the supervision, development and evaluation of the staff of the Early Childhood Department.
- Disseminates information concerning Early Childhood Programs to various community and professional organizations.
- Increases grant funding and expands services provided to Bridgeport students by writing new, competitive grants for early childhood services.
- Establishes and maintains a working relationship with parents/community in support and understanding of children starting school ready to learn.
- Oversees all aspects of the district's early childhood curricula.
- Works collaboratively with content area directors and building principals to insure program continuity.
- Participates in collaborative evaluation process of early childhood staff in accordance with district's staff evaluation plan.
- Performs other duties as assigned by the Executive Director for Learning and Teaching.

REQUIREMENTS:

- Connecticut certification as an Intermediate Administrator, (092).
- Minimum of three years of successful teaching experience in early childhood education or related services.
- At least three years of exemplary administration, preferably in an urban setting.
- Must possess a general understanding and/or had successful experience in the administration of early childhood programs at the building and district level.
- Demonstrated successful experience in curriculum development and supervision.
- Demonstrated success in working with parents and community in a multicultural setting.
- Demonstrated successful experience in budget administration and grant writing.
- Demonstrated knowledge of district-wide instructional programs.
- Demonstrated success in team building and planning.
- Superior oral, written, and interpersonal communication skills.
- Proficient in computer technology.

This is a Group III position as defined by the Agreement between the Bridgeport Board of Education and the Bridgeport Council of Administrators and Supervisors, Local 46, AFL-CIO. Salary range for 2010– 2011 is M.A. \$109,903 to Ph.D. \$130,455. If interested in applying, please send a letter of intent, resume and a copy of the appropriate certification to the Office of Human Resources. This posting will remain open for application until filled.

"The Bridgeport Board of Education is an Affirmative Action/Equal Opportunity Employer."