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Director of Early Childhood (149)
Office of Instruction, Oliver Hodge Building, Oklahoma City
(Applications will be accepted until position has been filled)

GENERAL DESCRIPTION

Under general direction of Office of Instruction Assistant State Superintendent, coordinate and supervise early childhood/family education in Oklahoma public schools; perform related work as required.

MINIMUM QUALIFICATIONS

- Graduation from an accredited college or university with a bachelor's degree (master's degree preferred) *[official transcript(s) required]*;
- Possession of a valid teaching certificate; and
- Experience teaching or coordinating early childhood/family education programs.
- *Specific teaching experience in pre-kindergarten and/or kindergarten preferred.*

KNOWLEDGE/SKILLS/ABILITIES

- Ability to supervise staff; promote team building through positive leadership skills; exercise good judgment in analyzing situations and making decisions; to organize and present facts and opinions clearly and concisely; to establish effective working relations with other employees and the public; to exercise tact, courtesy and initiative.
- Considerable knowledge of Oklahoma C³ Standards, Reading Sufficiency Act, teaching techniques, methods, assessment and evaluation processes in the field of early childhood and family education.
- Knowledge of technology and ability to use it to maximize efficiency and services.
- Applicants must be willing and able to perform necessary job-related travel.
- Conscientious commitment to provision of courteous, consistent and efficient service through the performance of the prescribed job duties.

EXAMPLES OF WORK PERFORMED

- Provide technical assistance to teachers and schools in the implementation of Oklahoma's core curriculum, Oklahoma C³ Standards.
- Assist in the development, implementation and administration of legislation and State Board regulations affecting children from birth to age 8 and their families.
- Visit schools concerning Pre-K-2nd grade programs; recommend materials, methods, teaching media, instructional techniques, and professional development.
- Provide consultation, on-site assistance and in-service training to local districts to support their efforts in providing appropriate curriculum/programs for young children.
- Coordinate the development of early childhood curriculum standards, materials, publications and conferences.
- Collaborate with other agencies, commissions and organizations as directed by supervisor.
- Coordinate/facilitate various early childhood-related programs, including collaborating/planning and implementing large conferences and events, as well as evaluating the effectiveness of said conferences.
- Participate/lead in early childhood-related activities, organizations, and initiatives at the local, state and national levels.

COMPENSATION

Annual Salary - \$47,985 – \$50,000 Retirement Contribution - 7% of annual salary Insurance (health, life, dental, disability) - \$7,691
Additional benefits include 10 paid holidays, 15 days sick leave and 15 days annual leave per year; longevity pay; dependent health, life & dental coverage available for purchase; \$25 tax-deferred compensation match available.

Code: 4966

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