

Alabama State Department of Early Childhood Education
OSR Assistant Director
Job Description

Job Title – First Class PreK Office of School Readiness (OSR) Assistant Director

Supervised by/Reports to: Senior Director

Supervises: Office of School Readiness Regional Directors

Job Goals:

- To provide effective supervision and oversight of First Class PreK programs for the Department of Early Childhood Education (DECE) to ensure all Alabama children and families thrive and learn.
- To effectively and efficiently manage assigned projects, schedules, communication, and information to achieve the goals of the department.
- To support the Department Secretary with issues pertaining to the Office of School Readiness

Minimum Qualifications:

1. Master's degree in early childhood education or related field, preferred.
2. Three (3) or more years of experience in a comparable administrative position.
3. Knowledge of early childhood education programs and instructional best practices for pre-school classrooms.
4. Knowledge of adult learning styles, effective coaching practice, and professional development implementation
5. Priority will be given to applicants who are endorsed in Reflective Supervision through First Five Alabama.
6. Alternatives may be substituted to the above qualifications as the department leadership may require.

Performance Responsibilities and Essential Functions:

1. Demonstrates support for the department and its vision, goals and priorities.
2. Provides leadership, knowledge, and guidance to the Regional Directors and staff to ensure reflection on current classroom practices, development of new skills, and promotion of continuous self-assessment to ensure high quality First Class Pre-K programs.
3. Serves as the liaison between the regional directors and the department Secretary.
4. Monitors to ensure sustained continuous high quality learning environments and grant compliance in all First Class Pre-K programs.
5. Communicates effectively with the ADECE leadership, OSR team, program directors, teachers, and other stakeholders regarding classroom progress toward quality and goals via mail, email, in person, and phone.
6. Maintains accurate and up-to-date contacts, files, documentation, data reports, and other required paperwork for all assigned regional classrooms, directors, and teachers.
7. Maintains regional staff shared calendar with up-to-date daily staff assignments, and enters all information for the assigned region concerning regional team meetings and regional staff planned trainings (Grantee, etc.) on the Regional Manager shared calendar.
8. Plans and facilitates meetings at least monthly in Montgomery or regional location; these meetings are planned to ensure alignment and cohesive direction for the department,

communicate information, discuss concerns, and to collaborate with team members for planning and problem solving.

9. Conducts Performance Appraisals as required for all assigned regional staff members in a timely manner, and discusses any issues concerning job performance with the DECE Secretary.
10. Conducts observations in the regions to ensure all regional team members are carrying out job responsibilities with desired results.
11. Communicates and/or visits with regional directors concerning classrooms that are out of compliance; follows up with regional directors to ensure timely correction of non-compliance issues; and, reports to supervisor classrooms that continue to perform in non-compliance status.
12. Consults with regional directors to provide assistance with budgets, answer program questions, assist with problems maintaining enrollment, help with training needs, and approve purchases of materials, equipment, and supplies.
13. Answers questions, and responds to requests from other staff members, other agencies or departments, and/or the general public as appropriate; resolves issues or refers requests as appropriate.
14. Obtains, gathers, organizes, and prepares pertinent data and information for presentation.
15. Prepares and submits information and/or recommendations for staff meeting or other meeting agendas as assigned, if applicable.
16. Performs duties and represents the department in a courteous, positive and professional manner.
17. Attends and participates in meetings, trainings, and conferences as directed.
18. Performs other duties as requested by supervisor.

Applicant must apply and be placed on State Personnel register for Education Administrator – 30123 – 003 to be interviewed for this position.

Terms of Employment: 12-month position in accordance with the department's salary schedule.

The statements above are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities as needed.