



# RIALTO UNIFIED SCHOOL DISTRICT CERTIFICATED MANAGEMENT

## AGENT: EARLY EDUCATION

### DEFINITION:

Under the direction of the Lead Innovation Agent, provides leadership, administrative, and management expertise within the Educational Services Division regarding Early Education. The Agent: Early Education, is responsible for the management, development, and oversight of professional development, technical assistance, and programmatic guidance for Preschool – Transitional Kindergarten (K-TK) early education programs and initiatives. This individual will be the lead administrator this is responsible for developing, implementing and supporting the San Bernardino County Vision2Read Initiative for countywide early literacy initiatives and programs. The Agent: Early Education is responsible for leading and developing projects, partnerships, and resources to improve access, equity, and outcomes in early literacy and other early education priorities.

### ESSENTIAL DUTIES:

- Provides administrative leadership in the development and implementation of quality early education programs provided by the Rialto Unified School District for children ages birth to kindergarten.
- Develops and manages funding for all child development programs and ensures all required fiscal reporting is completed within required timeframes.
- Communicates with various service areas regarding programmatic and fiscal needs.
- Interviews, recommends, supervises and evaluates certificated, classified staff and apprentices.
- Maintains all programs in compliance with Title 22 and Title 5 requirements.
- Creates a plan for the collection and analysis of assessment data from the Desired Results Development Profile for preschool which adheres to state guidelines and ensures data is used in the skillful implementation of classroom instruction and student activities.
- Annually develops Parent Advisory Committee to build relationships with preschool parents and ensures their active involvement with preschool program.
- Works with various district service areas to ensure classrooms and facilities are well maintained and safe.
- Collaborates with Special Services in developing Early Education programs for students receiving services.
- Maintains liaison responsibilities with appropriate private and public agencies and community organizations.
- Provides leadership/direction for the development, facilitation, and implementation of early education projects, identified resources, and professional learning aligned to the San Bernardino County Vision2Read initiative and P–3 outcomes and aligns projects with the Rialto Unified School District goals and objectives.
- Assists and supervises the implementation of state and federal requirements for early education initiatives and mandates across the county related to early literacy programs and other identified priorities in early learning.
- Directs, coordinates, organizes, prioritizes, and monitors the development and implementation of individual and district goals.
- Manages, monitors, and evaluates project operations, budgets and expenditures, and staff.
- Develops, maintains, and evaluates research-based, data-driven teaching and learning models that support early education and sustain student achievement for all students, particularly in the priority area of early literacy.
- Provides guidance in researching, developing, implementing, and monitoring local, state, and federal grant funded projects and services in early education/early literacy.
- Provides oversight and management of data for grant and /or programmatic reporting, contractual projects, and partnership communication.
- Provides oversight and development of reports, presentation information, spreadsheets, newsletters, brochures, and other forms of correspondence.
- Establishes and evaluates goals, priorities, processes, and systems for the effective early education programs, systems, and tools.
- Collaborates with local, regional, and state representatives in the implementation and maintenance of early education related programs; (Universal Prekindergarten (UPK) and Extended Learning Opportunities (ELO).
- Performs related duties as assigned.

## **KNOWLEDGE AND ABILITIES:**

### KNOWLEDGE OF:

State and federal guidelines for the child development program.

### ABILITY TO:

- Demonstrate thorough working knowledge of effective leadership and administrative practices, techniques and principles.
- Thorough working knowledge of Early Childhood Education and developmentally appropriate practices.
- Knowledge of program design, assessment and evaluation procedures.
- Ability to plan, implement, and administer activities and procedures designed to ensure the District's early childhood programs will adhere to standards of high quality.
- Ability to communicate effectively orally and in writing.
- Successful experience evaluating and managing certificated and classified staff.
- Successful management of budgets over \$3,000,000.

## **EDUCATION AND EXPERIENCE:**

### EDUCATION:

An earned master's or higher degree in early learning, educational development or education leadership, early elementary or related field with an emphasis on ages birth to 8 years.

Possession of a CTC Child Development Program Director Permit, and/or Administrative Credential.

### EXPERIENCE:

Minimum of five (5) years experience working with programs serving children birth to 8 years; two years in a lead capacity.

Must meet Title 22 requirements for Pre-School Director or be willing to sign an agreement to complete the necessary requirements to obtain the Pre-School Director Permit within two (2) years of being in the position.

## **PHYSICAL DEMANDS:**

### Work area requirements:

Office area, regular classroom, on the playground, parking lot, bus stop areas and possibly field trips. Ability to use common school hand tools, computer, telephone, fax, and photocopy equipment.

Ability to traverse any part of a 10-50 acre campus which would include asphalt, sidewalks, grass on playgrounds, dirt, and/or bus areas.

### Physical requirements:

The time requirements are listed considering this wording and meaning:

Occasionally/low - up to 3 hours, Frequently/Medium - 3 to 6 hours, Constantly/High - 6 to 8 hours

Stooping:	Low	Carrying:	Occasionally
Bending:	Frequently	Standing:	Occasionally
Lifting:	Occasionally	Kneeling:	Low
Reaching:	Occasionally	Sitting:	Occasionally
Handling:	Constantly	*Driving:	Occasionally
Grasping:	Occasionally	Walking:	Constantly
Fingering:	Occasionally	Push/Pull:	Occasionally
Keyboarding:	Medium - must be literate		

*\*Verification of the possession of a valid California Motor Vehicle Operator's License, a DMV printout and insurability by the District's liability insurance carrier is required.*

### Frequent motion:

Twisting: Low

Wrist flexion: Frequently

above shoulder level: Occasionally

shoulder/neck flexion: Occasionally - 3 hours per day

Elbow flexion/extension: Frequently

Reaching to shoulder level: Occasionally Reaching to

Reaching below shoulder level: Frequently Forward

### Sensory requirements:

Ability to smell: Constantly

Ability to touch: Constantly

Ability to hear: Constantly

Ability to see: Constantly

**This job requires:**

Alertness: Yes Attention to detail: Yes  
The use of two hands: Yes Recall of names and dates: Yes  
Ability to work in temperatures down to 40 degrees and up to 110 degrees.

**Must be able to deal with these environmental considerations:**

Heat: Has own heat and air conditioning controls Odor: Usually not an issue Humidity: In an indoor elementary school  
Noise: Active noise  
Moisture: In an indoor elementary school Fluorescent lights: Yes  
Working inside: 75% of the day Working outside: 25% of the day  
Floor may be slippery at times: Yes Working in close quarters with others: Yes, all day.

**Ability to deal with psychological factors:**

Team work: Yes Able to work overtime as needed: Occasional  
Frustration: Medium Must keep up with work schedule: High  
Repetitive tasks: Yes, all day long Vary activities: Yes  
Go from one activity to another to another: Yes Level of responsibility: High  
Dealing with parents/teachers/students/administrators: Daily Must be able to keep on a stringent time frame: Yes  
Be able to keep the interest of the child: Yes

**Physiologic factors:**

Must maintain a high level of consciousness: Yes Orientation to time, place or person: Yes  
Ability to read at 12<sup>th</sup> grade level: Yes Ability to comprehend and follow directions: Yes  
Able to keep up a high activity level during the shift: Yes

Revision Date: 7/2024

**AN EQUAL OPPORTUNITY EMPLOYER  
RIALTO UNIFIED SCHOOL DISTRICT IS A "DRUG and TOBACCO-FREE WORKPLACE"**