



**DIRECTOR, STRETCH TO KINDERGARTEN AND EARLY LEARNING PROGRAMS**

**DEPARTMENT:** Student Services

**COLLEGE:** Foothill

**SALARY GRADE:** [A2/A3 - F](#)

**POSITION PURPOSE:**

Reporting to the Executive Director of the Family Engagement Institute (FEI), the Director, Stretch to Kindergarten (STK) and Early Learning Programs (ELP) will work with the Executive Director and the Assistant Director to develop and implement program philosophy, goals, policies, core programs, operations and expansion of STK/ELP. The Director will support the Executive Director in executing the overall strategic plan and be responsible for the day-to-day operational success of STK and ELP.

**NATURE and SCOPE:**

The Director, Stretch to Kindergarten (STK) and Early Learning Programs (ELP) is responsible for overseeing teacher aides, professional mentors and graduate and student interns.

This position is also responsible for site supervision, program development and implementation, faculty coordination and fundraising efforts for the Stretch to Kindergarten program.

**KEY DUTIES and RESPONSIBILITIES:**

The following duties and responsibilities are typical but not limited to the following:

**Leadership and Management**

1. Work with Executive Director in designing and implementing program philosophy, model, goals and policies in alignment with FEI's STK/ELP mission.
2. Manage overall day-to-day operations of the STK/ELP programs.
3. Provide and maintain technical support to STK/ELP programs.
4. Assist in the hiring of STK/ELP staff.
5. Oversee STK/ELP staffing, coaching, and training plan to ensure retention and alignment with FEI's mission and programmatic goals.
6. Work with district partners to create respectful and responsive learning environments that foster open communication between staff and families.
7. Work with community organizations, agencies and leaders to expand opportunities and services.
8. Serves as a liaison with the community to provide families continued educational opportunities and connections to community resources.
9. Represent FEI in the community and promote the development and expansion of FEI.

## **Curriculum and Program Development**

1. Identify and ensure the integration of best practices and current research in program implementation.
2. Work with ED to create STK/ELP curriculum and tool kits that promote the articulation and alignment of preschool learning foundations, kindergarten standards, common core standards and other standards and best practices to support the FEI families.
3. Work with the ED to create and provide professional development to STK/ELP programs.
4. Work with staff to implement a developmentally and culturally appropriate early learning curriculum that promotes school readiness and school success in the areas of social, emotional, physical, and cognitive language development and maintains best practices.
5. Work with staff and partners to implement a family engagement plan that supports a framework for continued school success which includes educational programs for families and strengthens the homeschool-community connection.
6. Identify and work with FEI's STK/ELP consultants.
7. Help develop and implement the evaluation process and implementation of assessment tools that include child outcomes, teacher quality, family engagement and program improvement.

## **Planning and Operations**

1. Work with ED to create operational manuals and toolkits for STK/ELP staff and families.
2. Work with ED to create and implement a process of selecting district partners, sites and participant enrollment.
3. Work with district partners to implement a process for tracking participating families to determine long-term efficacy of programs on school success.
4. Participate in meetings and related activities.
5. Perform other related duties as assigned.

## **EMPLOYMENT STANDARDS**

### **Knowledge:**

1. Family services, community agencies, and federal and state funding sources.
2. Special needs and understanding of perceived barriers for families of low socioeconomic status.
3. Quality principles of teamwork and collaboration.
4. Principles and practices of higher education organizations and structures.
5. Principles of leadership, management, and supervision.
6. Concepts and principles of student learning.
7. Re-engineer, re-organize, and/or collaboratively maximize efficiency and service to students.

### **Skills and Abilities:**

1. Demonstrate understanding of, sensitivity to, and respect for the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disability, and sexual orientation of community college students, faculty and staff.
2. Strong track record and leadership experience in the nonprofit and/or public sectors
3. Exceptional facilitation, public speaking and written communication skills
4. Visionary entrepreneurial spirit and ability to expand programs
5. Execute on the vision and ideas of others and to bring innovative ideas to the program

6. Prioritize issues and activities, and to manage timelines.
7. Experience in relationship development and management
8. Strong project management skills with attention to detail
9. Experience working collaboratively with families, schools, educators, community organizations and other partners
10. Desire to work with a diverse population multi-cultural environment
11. Exceptional work ethic, committed and passionate about FEI's mission
12. Approach situations and challenges with flexibility and optimism

**Education and Experience:**

1. Bachelor's degree with a strong experience in education.
2. One year of experience in the management or administration of educational programs, community organizations or government programs, dealing with underserved families.

**Preferred Qualifications:**

1. Master's degree.
2. Bi-lingual (Spanish-English) desired.

**WORKING CONDITIONS:**

**Environment:**

1. Office environment.
2. Constant interruptions.

**Physical Abilities:**

1. Hearing and speaking to exchange information in person and on the telephone and make presentations.
2. Dexterity of hands and fingers to operate a computer keyboard.
3. Vision sufficient to read various materials.
4. Sitting for extending periods of time.
5. Bending at the waist.
6. Lifting and carrying objects up to 20 lbs.

Date Revised: February 27, 2012

Ed Code: H-10

Creditable Service: PERS