



EXECUTIVE DIRECTOR – P-3 ALIGNMENT AND EARLY LEARNING

Certificated Job Description

IMMEDIATE SUPERVISOR:

Chief Curriculum and Instruction Officer

ESSENTIAL FUNCTIONS:

1. Develop and implement a comprehensive P-3 instructional framework that ensures instructional coherence across Pre-K through early elementary grades in ELA, Mathematics, Science, and ELD.
2. Lead efforts to align early education strategies and practices across districts and educational sectors to create seamless learning experiences from Pre-K to Grade 3.
3. Provide oversight and supervision to early education programs, including CPIN, CSPP, UPK, and Kern Early Stars.
4. Provide technical assistance and coaching to district administrators in planning and implementing P-3 instructional programs and services.
5. Oversee the design of equitable, culturally responsive curriculum, instruction, and assessment strategies for early learners.
6. Collaborate with district leaders, educators, and community partners to implement research-based best practices for early education and language development.
7. Promote professional learning initiatives that strengthen instructional capacity and leadership development for P-3 educators, principals, and instructional coaches.
8. Develop policies and foster cross-sector collaboration among early education providers, elementary schools, and community partners to enhance early learning outcomes.
9. Use data-driven decision-making to evaluate P-3 instructional effectiveness, student outcomes, and program impact.
10. Engage families and community stakeholders in decision-making processes related to P-3 education and student success.
11. Develop proposals and secure grants to support P-3 initiatives, including ensuring compliance with local, state, and federal regulations such as UPK.
12. Perform other duties as assigned.

MINIMUM QUALIFICATIONS:

A. Personal Qualifications:

1. Lead large-scale instructional initiatives across educational settings.
2. Build and sustain partnerships with educators, district leaders, and community stakeholders.
3. Design and implement professional learning initiatives that foster instructional coherence and capacity building.
4. Communicate effectively with diverse audiences, both orally and in writing.
5. Manage multiple projects and deadlines while maintaining attention to detail.

B. Professional Qualifications:

1. Best practices in early childhood and elementary education, including P-3 instructional alignment.
2. Research-based strategies in multilingual education and equitable instructional practices.
3. Grant development, resource acquisition, and compliance with local, state, and federal regulations.
4. Effective professional development models and leadership coaching practices.
5. Data analysis and evaluation strategies for program improvement.

TRAINING AND/OR CREDENTIALS:

A. Education:

1. Master's degree in education, early childhood development, or a related field.
2. Doctorate degree in education or related field preferred.

B. Experience:

1. Five (5) years of successful educational leadership experience, including curriculum and instructional development.
2. Experience working in or with California County Offices of Education preferred.
3. Knowledge of California education policy and UPK regulations preferred.