



Poudre School District

HUMAN RESOURCES DEPARTMENT

JOB DESCRIPTION

Job Title:	Assistant Director Early Childhood Learning	FLSA Status:	Exempt
Job Family:	Administrative	Pay Range:	A/P Schedule – Grade M
Prepared/Revised Date:	February 5, 2026	Job Code:	10425
		Days:	218

SUMMARY: Responsible for the District’s Early Childhood Education (ECE) child and family learning, assuring effective collaboration with district departments and services. Responsible for implementing all local, state, and federal statutes, rules, policies, and administrative directions pertaining to early childhood education. Responsible for directing classroom and home curriculum and instruction for the purpose of increasing student achievement. Knowledgeable of current research in early childhood curriculum, instruction, and assessment. Responsible for systems and records relating to ECE curriculum, instruction, and assessment.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Frequency of duties, percent of time and work year may vary based on department or building assignment. This job description is not intended to be all inclusive and the employee will also perform other reasonably related duties as assigned by the supervisor.*

1. Plan implement and monitor all district services relating to the ECE program, with the ECE Director and the ECE leadership team.
2. Administer local, state, and federal statutes, rules, regulations, policies, and administrative directives pertaining to curriculum, instruction and assessment services for the ECE program.
3. Supervise and monitor effective instructional practices, develop professional development trainings and opportunities for ECE staff members, align ECE program with the District’s goals and initiatives.
4. Assess quality of classroom instruction by monitoring, being visible, conducting regular observations and walk-throughs, communicating and creating a clear behavior structure and atmosphere. Supervise and monitor operating and administrative procedures to ensure effective program operation, compliance and progress on ECE goals.
5. Assist the ECE Director, and on-site building principals, district departments, and staff in effectively implementing the ECE program.
6. Using language and culture skills as appropriate, facilitate oral and written communication between staff, ECE students and/or ECE families for the purpose of evaluating situations, solving problems, and resolving conflicts.
7. Supervise, assess, and monitor student and family performance using objective and verifiable information, including standardized, criterion-referenced, and educator-developed assessments. Contribute valid and objective instructional data to and implement all portions of the Program Planning Cycle and all ECE grants.
8. Manage instructional spending and provide accurate monthly reports from all applicable budgets according to district policies and procedures.



9. Supervise and evaluate instructional staff, and in the absence of the ECE Director, supervise the ECE program. Make staffing decisions, job assignments, and hire staff in accordance with district policies and funder requirements for governance.
10. Represent the ECE program at federal, regional, state, local meetings and task forces assigned by the ECE Director. Participate in program governance regularly.
11. Collaborate with district departments, schools, staff, and local agencies regarding the ECE program. Regularly facilitate multi-stakeholder groups to ensure that family and staff suggestions are included in ECE program design and operations.
12. Perform other duties as assigned.

EDUCATION AND RELATED WORK EXPERIENCE:

- Master's degree in Early Childhood or related field plus additional coursework required for licensure
- 5-7 years of experience in classroom and instructional leadership
- At least two years' experience with Office of Head Start programs, procedures, regulations, compliance standards and best practices

LICENSES, REGISTRATIONS or CERTIFICATIONS:

- Criminal background check required for hire
- Valid Colorado Principal License required
- Health and Human Services Large Center Director Qualifications required
- CPR and First Aid training (may audit the course)
- Valid US driver's license

TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:

- Ability to communicate both verbally and in writing with children, parents and staff
- English language skills
- Interpersonal relations skills
- Math skills
- Customer service and public relations skills
- Critical thinking and problem-solving skills
- Bilingual oral and written communication skills preferred
- Ability to maintain confidentiality in all aspects of the job
- Ability to manage multiple priorities
- Ability to manage multiple tasks with frequent interruptions
- Knowledge of program and grant management
- Ability to write effective grant proposals
- Ability to create, present and manage budgets
- Ability to maintain honesty and integrity in all aspects of the job
- Ability and willingness to adhere to attendance requirements, including regular and punctual employee presence



- Ability to promote and follow Board of Education policies, District policies, administrative guidelines and building and department procedures
- Ability to communicate, interact and work effectively and cooperatively with people from diverse ethnic and educational backgrounds
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment, and report unsafe conditions to the appropriate administrator

MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:

- Operating knowledge of and experience with personal computers and peripherals
- Operating knowledge of and experience with Microsoft Office and/or other department software packages
- Operating knowledge of and experience with standard office equipment, such as telephones, copier, fax machine, E-mail, etc.

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

	POSITION TITLE	# of EMPLOYEES
Reports to:	Director Early Childhood	
Direct reports:	Early Childhood Licensed Educators	20+

- Responsible for assisting with interviewing, hiring and training employees; assisting with planning, assigning and directing work; assisting with appraising performance; assisting with rewarding, disciplining and terminating employees; and assisting with addressing complaints and resolving problems

STANDARD PHYSICAL DEMANDS & WORKING CONDITIONS: *Poudre School District is committed to the full inclusion of all qualified individuals. As part of this commitment, Poudre School District will ensure that qualified individuals with disabilities are provided reasonable accommodations. If reasonable accommodation is needed to participate in the job application or interview process, to perform essential job functions, and/or to receive other benefits and privileges of employment, please contact ada@psdschools.org.*

PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand			X	
Walk			X	
Sit			X	
Use hands to finger, handle or feed		X		
Reach with hands and arms		X		
Climb or balance	X			
Stoop, kneel, crouch, or crawl	X			
Talk				X



PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Hear				X
Taste	X			
Smell	X			

WEIGHT and FORCE DEMANDS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds		X		
Up to 25 pounds		X		
Up to 50 pounds	X			
Up to 100 pounds	X			
More than 100 pounds	X			

MENTAL FUNCTIONS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare				X
Analyze				X
Communicate				X
Copy			X	
Coordinate				X
Instruct			X	
Compute		X		
Synthesize		X		
Evaluate			X	
Interpersonal Skills				X
Compile			X	
Negotiate			X	

WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)	X			
Work near moving mechanical parts	X			
Work in high, precarious places	X			
Fumes or airborne particles	X			
Toxic or caustic chemicals	X			
Outdoor weather conditions	X			
Extreme cold (non-weather)	X			
Extreme heat (non-weather)	X			
Risk of electrical shock	X			



WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Work with explosives	X			
Risk of radiation	X			
Vibration	X			

VISION DEMANDS:	Required
No special vision requirements.	X
Close vision (clear vision at 20 inches or less)	
Distance vision (clear vision at 20 feet or more)	
Color vision (ability to identify and distinguish colors)	
Peripheral vision	
Depth perception	
Ability to adjust focus	

NOISE LEVEL:	Exposure Level
Very quiet	
Quiet	
Moderate	X
Loud	
Very Loud	