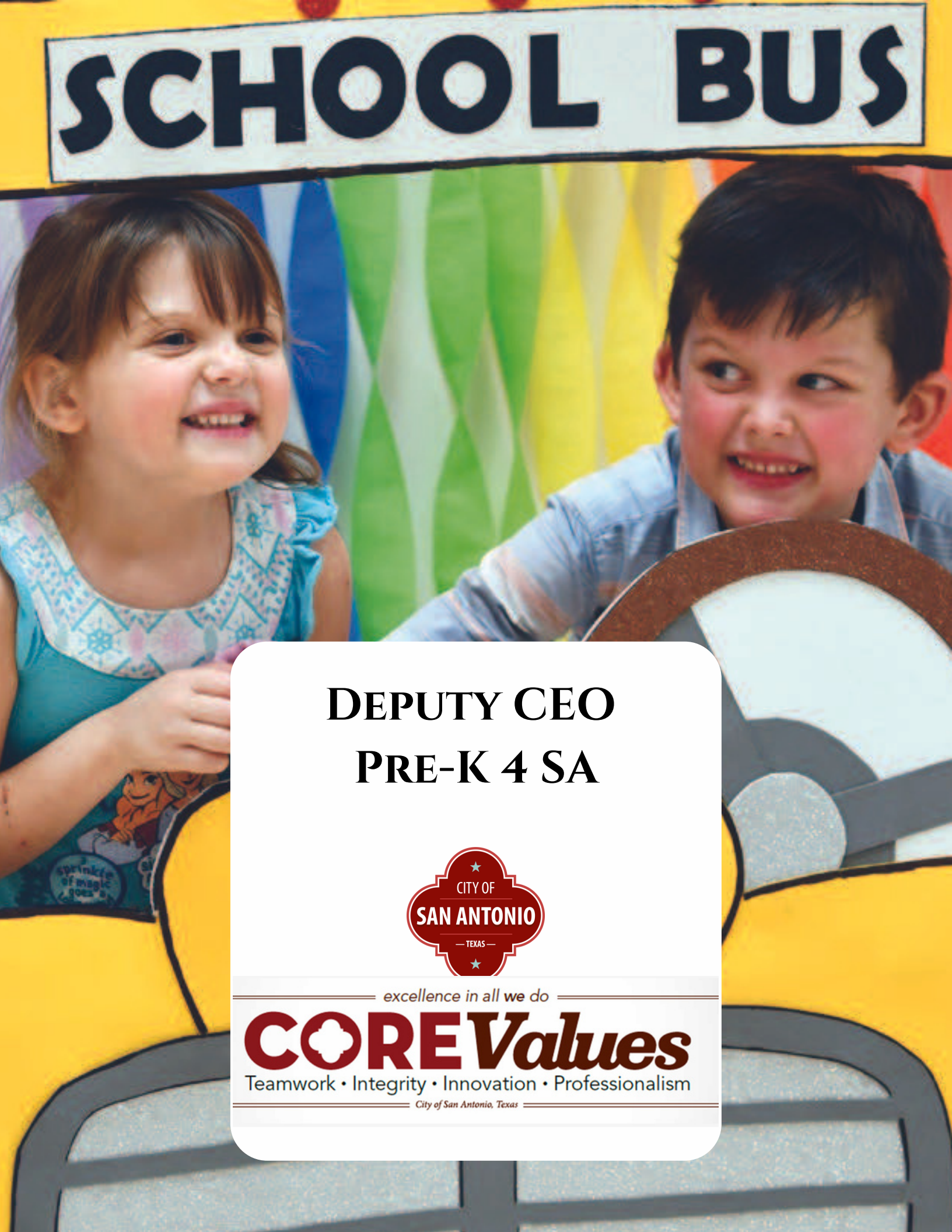

Deputy CEO
Pre-K 4 SA

CITY OF SAN ANTONIO TEXAS

excellence in all we do

COREValues

Teamwork • Integrity • Innovation • Professionalism

City of San Antonio, Texas

DEPUTY CEO: PRE-K 4 SA

ABOUT SAN ANTONIO

The City of San Antonio is the Nation's 7th largest city and is home to more than 1.5 million residents. Located in South Central Texas, approximately 140 miles from the Gulf of Mexico, San Antonio offers its residents one of the most attractive and affordable lifestyles in the country. Residents enjoy one of the lowest tax rates in the State as well as a plentiful supply of high-quality housing and low utility rates. The economy of San Antonio is an excellent mix of business services, manufacturing, health care, communications, corporate and regional offices, government, and the convention and tourism industry. San Antonio is also home to one of the largest concentrations of military bases in the United States. One of the nation's fastest growing cities, San Antonio is rich in recreational and cultural opportunities and is home to the San Antonio Spurs.

CITY GOVERNMENT

San Antonio has a Council-Manager form of government with an eleven-member City Council. Councilmembers are elected by District, while the Mayor is elected at-large. The term of office for the Mayor and all members of the City are two-year terms, for not more than four (4) full terms of office. The City Council appoints the City Manager, who appoints all officials in executive positions with the exception of the City Clerk, City Internal Auditor, Presiding Judge, and Municipal Judges.

The City of San Antonio has been recognized for its high level of professional management by the ICMA and National Civic League, amongst others. For ten consecutive years, the City has maintained a AAA bond rating. The Fiscal Year 2021 adopted operating budget is $2.9 billion with close to 13,000 employees across over 30 departments. The City has made a commitment to advancing diversity, equity and inclusion, primarily through the formation of a citywide Office of Equity in 2017.

PRE-K 4 SA

Pre-K 4 SA is a comprehensive early childhood initiative aimed at changing the educational and workforce trajectory of San Antonio in one generation. Pre-K 4 SA offers full-day prekindergarten for 4-year-olds living in the City of San Antonio. Pre-K 4 SA is free for qualifying students and also accepts tuition-paying students. Pre-K 4 SA has four Education Centers located throughout the city.

The Pre-K 4 SA Professional Learning program provides prekindergarten through third grade educators in San Antonio with complementary continuing education to support best practice instruction to help every child in San Antonio excel. The Pre-K 4 SA Competitive Grants program provides more than $4 million in funding annually to increase quality and access in early childhood programs throughout San Antonio.

Pre-K 4 SA's mission is to develop a world-class workforce in one generation through high-quality early childhood education. The program impacts different aspects of early childhood education in San Antonio through:

- Educational centers that serve 2,000 four-year olds and their families each year.
- A best-in class professional learning program that offers continuing education to early childhood educators throughout the city to impact more early learners and their families.
- Competitive grants to support the development of other high-quality early childhood programs across San Antonio.
- Family Engagement to empower families as they support their child's academic development.

DEPUTY CEO: PRE-K 4 SA

THE POSITION

Pre-K 4 SA is seeking to hire a Deputy CEO. The Deputy CEO is responsible for assisting the CEO in planning, directing, managing, and overseeing the activities and operations of Pre-K 4 SA, including schools, innovation sites, grants, and curriculum and professional learning. They will lead efforts that distinguish the PreK 4 SA program from other early childhood education programs in San Antonio and throughout the US. The Deputy CEO will coordinate assigned activities with other City departments and outside agencies, make presentations to the Pre-K 4 SA Board of Directors, and provide highly responsible and complex administrative support to the City Manager's Office. They will exercise direct supervision of assigned staff.

DEPUTY CEO: PRE-K 4 SA

ESSENTIAL JOB FUNCTIONS

- Provides vision and leadership to distinguish the Pre-K 4 SA program as a national model of professional learning for early childhood educators.
- Leads the development and execution of innovative practices to improve the quality and quantity of prekindergarten programs; partner with thought-leaders in the development of best practices.
- Inspires and leads staff in delivering a comprehensive program that measurably improves teaching quality in early childhood classrooms in partner districts, San Antonio child development centers, and Pre-K 4 SA Schools, and Replication Sites.
- Leads efforts to disseminate the Pre-K 4 SA curriculum within partner districts and to early childhood programs and organizations throughout the U.S.
- Works with the leadership teams at the schools and innovation sites to ensure instructional supports, such as bilingual and special education services, are aligned with best practices and are provided in a consistent manner across the program.
- Oversees the development and implementation of innovative strategies that measurably improve the quality of early learning and care provided in Pre-K 4 SA schools, innovation sites, and partner programs.
- Works with internal and external partners to conduct and disseminate research that leads to better understanding of early childhood strategies that improve educational outcomes.
- Provides leadership to maintain Pre-K 4 SA as a nationally recognized developer for innovation in early childhood education.
- Provides leadership for outreach and engagement efforts to, district partners, community organizations, and private sector partners.
- Acts as an official departmental representative to other City departments, City Manager's Office, elected City Council officials and internal/external agencies; explains, justifies, and defends department programs, policies, and activities; and negotiates and resolves sensitive, crucial, and controversial issues.
- Manages and supervises employees; selects, motivates and evaluates department staff; provides or coordinates training initiatives and works with management and employees to correct deficiencies; and implements and administers disciplinary and termination procedures.
- Assists with the development and administration of the department budget; estimates funds needed for staffing, equipment, materials, and supplies; directs the monitoring and approval of expenditures; and directs the preparation and implementation of budgetary adjustments as necessary.
- Helps coordinate departmental activities with those of other departments and outside agencies and organizations in the CEO's absence and assists in preparing and presenting staff reports.

DEPUTY CEO: PRE-K 4 SA

EDUCATION & EXPERIENCE

Qualified candidates will have a master's degree from an accredited college or university in educational leadership, early childhood education, or related field with at least 9 credit-bearing hours of college-level course work in educational leadership, along with at least 24 credit-bearing hours of college-level coursework in early childhood education, child development, or early childhood special education. They will also have ten (10) years of increasingly responsible experience a professional experience, preferably in early childhood education, non-profit, or private sector leadership or related field. Spanish language skills (reading, writing, and speaking) is preferred. The most highly qualified candidates for consideration will be selected based on a combination of education, career experience, and accomplishments that best fits the needs of the City of San Antonio.

THE IDEAL CANDIDATE

The ideal candidate will be a self-starter and highly organized individual with a background in overseeing and managing a wide range of school related programs and services for a large organization. Ideal candidates must demonstrate strong leadership characteristics and be confident, positive, creative, engaging, approachable, and have the ability to act as a coach and mentor to assigned staff and other Pre K SA employees. Other desired characteristics include having a collaborative style, being detailed oriented and organized, innovative with the ability to foster a generation of new ideas and initiatives, and possessing strong communication skills with the ability to present clear and concise messages and presentations.

SALARY

The salary range for this position is $106,310.62 - $170,096.94. The City of San Antonio will be offering a competitive salary commensurate with experience. The City also offers generous benefits and retirement including annual and personal leave, monthly car allowance, deferred compensation plan, relocation/moving expenses and participation in the Texas Municipal Retirement System (TMRS).

HOW TO APPLY

If you are interested in this opportunity, please send a cover letter, resume, references and salary requirements to:

saexecsearch@sanantonio.gov

This opportunity is open to current full-time City of San Antonio employees only. The position is open until filled. First review of resumes will occur on **June 8th, 2022**. *Please submit your application as soon as possible and before the first resume review deadline to ensure you are considered for this position.* Upon receipt, resumes will be screened in relation to the criteria outlined in this brochure. Candidates selected for interview will be contacted by the City of San Antonio's Executive Recruiter.

For additional information please contact:

Jeff Baldwin, Executive Recruiter
City of San Antonio
Human Resources Department
saexecsearch@sanantonio.gov
Phone: (210) 207-7939

Please note: Under the Texas Public Information Act, information from your resume may be subject to public disclosure.
The City of San Antonio is an Equal Employment Opportunity Employer.