



DIRECTOR - EXTENDED DAY PROGRAMS

DEFINITION

Under the supervision of the Assistant Superintendent of Educational Services, the Director - Extended Day Programs provides leadership, organization, and coordination for the Extended Day Care Program and Enrichment Programs to provide a safe and positive environment for children in the program.

DUTIES

- Develop Extended Daycare and Enrichment Program mission, goals and policies.
- Oversee day-to-day operations of the Extended Daycare and Enrichment Program.
- Plan, organize and manage the recreation, craft, special project, and game activities in the District Extended Daycare and Enrichment Programs.
- Plan, implement and direct intersession programs from budget development, program design, marketing and supervision of program to training, evaluating, and communicating with staff.
- Maintain a safe work environment, enforce safe work practices, report and investigate accidents, maintain necessary documentation, and require employees to receive mandated training.
- Inspect, review, and evaluate game activity areas and equipment to ensure that the childcare activities are conducted in a safe and non-hazardous environment.
- Plan, organize, and implement emergency and disaster preparedness guidelines and procedures.
- Maintain health and safety standards in alignment with district policies.
- Recruit, train, supervise, mentor and evaluate assigned personnel.
- Assign staff to site centers to ensure adequate coverage.
- Monitor, audit, train, and update program staff concerning positive behavior management, behavior modification, and behavior shaping techniques.
- Conduct weekly site visits to provide feedback and mentoring to all Extended Daycare staff.
- Conduct regular evaluations of Extended Daycare Program line staff, site leads and Enrichment vendors.
- Evaluate, review and approve the purchase of all materials and supplies needed in maintaining an active extended day childcare and enrichment program.
- Cultivate and maintain cooperative relationships with Principals, office personnel, teachers and members of the school community.
- Build and maintain partnerships with local community agencies and organizations
- Identify and resolve conflicts involving parents, students and staff.
- Facilitate relationships with enrichment vendors and instructors.
- Create Memorandums of Understanding (MOU) with community partners.
- Meet regularly with Assistant Superintendent of Educational Services to reflect on program and professional goals.
- Present annually to the Encinitas Union School District school board regarding Extended Daycare and Enrichment goals
- Supervise record keeping for the program as required by the Encinitas Union School District, such as personnel evaluation, program evaluation, fiscal management, records of student attendance, requisitions, inventories, staff attendance, and program budgets.

- Ensure compliance with federal, state and county in regards to ASES grant requirements.
- Performs other related work and duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles, practices, and trends of child care and early childhood programs and operations;
- Simple record keeping and record management;
- Basic concepts of child behavior characteristics, and behavior management strategies and techniques;
- Child care center operational strategies, management, organization, and supervision methods, procedures, and techniques;
- Recreation games, craft, special project, and team sport activities;
- Equipment, materials and supplies used in child care program activities;
- Public relations contemporary methods, procedures, and techniques;
- Legal mandates, regulations, and guidelines applicable to a school age childcare program
- Health and safety methods, practices, and procedures;
- Correct English usage, spelling, grammar, punctuations and arithmetic

Ability to:

- Effectively and efficiently plan, organize, and manage a school age child care program
- Understand and carry out oral and written directions
- Communicate satisfactorily in oral and written form
- Demonstrate an understanding, patient, warm and receptive attitude toward children
- Assess and evaluate the program operation and performance of program staff
- Analyze problem situations and make rapid operational decisions
- Effectively plan, organize, and implement school age child care program activities
- Recruit creative childcare personnel and implement creative childcare programs
- Evaluate program staff performance, and provide motivation strategies to enhance staff improvement and productivity
- Communicate satisfactorily in oral and written form

EMPLOYMENT STANDARDS

Education and Experience:

- A.A. degree in child development, B.A. in education preferable
- Five years *or more* of paid or voluntary experience working with children in an educational childcare setting
- Experience with developing and/or supervising an enrichment program

Licenses and Certificates

- Class C Driver's License
- Possession of a valid first aid certificate
- Possession of a valid CPR certificate

PHYSICAL DEMANDS

- Manual dexterity and physical condition necessary to maintain a rigorous work schedule.
- Persons performing service in this position classification will exert 25-50 pounds of force frequently to lift, carry, push, pull, or otherwise move objects.

- This type of work involves sitting a portion of the time, but will involve walking or standing for brief periods.
- Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

WORK ENVIRONMENT

- While performing the duties of this job, the employee occasionally works in outside weather conditions. The noise level in the work environment is usually moderate.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.