

**PLEASANTON UNIFIED SCHOOL DISTRICT
JOB DESCRIPTION**

TITLE: Director I, Early and Expanded Learning

CLASSIFICATION: Classified Management

REPORTS TO: Assistant Superintendent, Student Support Services

DESCRIPTION:

Under general direction, supervising and administering the Director I, Early and Expanded Learning is responsible to plan and coordinate an early learning and extended care program for all age eligible children in preschool through 6th grade, in conjunction with the philosophy, goals and objectives of the school district. These programs may include but are not limited to the PUSD Kids Club program, Horizon Early Education Center and STEAM Preschool.

PERFORMANCE RESPONSIBILITIES:

- Directing and managing the overall program activities of State Preschool and all other Early Learning and Extended Care programs district-wide.
- Serving as licensed director of each Early Learning site as required by Community Care Licensing, Department of Social Services and State Department of Education, Child Development Division contract.
- Overseeing day to day operations of PUSD “out of school learning” program sites and summer school sites and ensuring compliance with policies and procedures.
- Preparing the annual program budget and reviewing monthly the fiscal report for the program.
- Ensuring program compliance of Title 22, Title 5 and Education codes and all related codes.
- Monitoring program budget of parent fees, State contract funds, and grant funding.
- Writing grant funding applications, annual child development contract, and requests for other funding as available. (Ex: CSPP, ELOP)
- Supervising and providing training opportunities for staff at all sites.
- Directing the implementation of parent education related to early education and preschool.
- Working closely with the California Department of Education for mandated reports and remain abreast of State updates and trends for program improvement.
- Supporting teachers in the implementation of curriculum and instruction, as well as assessment and screening tools such as ASQ SE, DRDP, Creative Curriculum
- Directing the implementation, monitoring, and evaluation of early learning and extended care program goals, philosophy and objectives.
- Acting as liaison for preschool program implementation between the District and the California Department of Education, and other agencies, as appropriate.
- Supporting the expansion of early education and collaborative teaching, and inclusion efforts at all district early education programs.
- Responsible for CDE Contract Monitoring Reviews, CDE Annual Program Self Evaluations, development of program goals, interim and final evaluations and reports.
- Collaborating with site principals, family liaisons, social workers and all related staff regarding comprehensive services at sites.

- Auditing monthly curriculum plans and child days of enrollment per State contract to ensure full funding.
- Monitoring certification process that determines family eligibility for subsidized child care service.
- Interviewing and processing applicants for job placement in all programs.
- Conducting annual staff evaluations.
- Coordinating weekly staff meetings and visiting programs on a regular basis.
- Coordinating purchase of program supplies and equipment.
- Participating in State consortia for State funded child development programs.
- Interfacing with school district personnel at school sites to insure communication linkages and coordination of operations.
- Acting as District representative with private organizations, public agencies, program participants, and other members of the public, organizes and attends meetings as necessary.
- Serving as a liaison between community partners that offer out of school care for eligible students.
- Coordinating the annual renewal of contracts and facility lease agreements with outside child care vendors operating in the District.
- Ensuring annual enrollment of new incoming TK and kindergartners to the extended care program adheres to enrollment eligibility and selection criteria.
- Other duties as assigned.

KNOWLEDGE OF:

- Methods, techniques, and procedures in the delivery of a comprehensive child development program inclusive of Infant/Toddler program, Title V Preschool, and school age child care programs.
- Principles of child care program management.
- Pertinent federal, state, and local laws, codes, and regulations governing child care programs.
- Budgeting concepts and methods.
- Principles of supervision, training, and performance evaluation.
- Facilities and equipment needed in a comprehensive child care program.
- Thorough knowledge of effective administrative principles, practices, and techniques.
- Thorough working knowledge of early childhood curriculum development and instructional strategies/techniques; knowledge of CSPP California State Preschool Program.
- School Age Environmental Rating Scale (SACERS) Early Childhood Environmental Rating Scale (ECERS) Infant Toddler Environmental Rating Scale (ITERS)
- Desired Results Developmental Profile (DRDP)
- CLASS (Classroom Assessment Scoring System)

ABILITY TO:

- Work positively with community, parents, site personnel, children and staff.
- Work independently and carry tasks through completion.
- Exercise initiative and creativity in program planning.
- Handle multiple assignments in a timely manner.
- Attend public meetings and explain and promote programs and policies.
- Communicate effectively in both written and oral form.
- Review and analyze program effectiveness, recommend and implement procedures to

improve programs.

- Train, supervise, and direct the work of child care staff.
- Provide leadership and instruction in program areas.
- Travel to various program sites, meetings, and training.

TRAINING AND EXPERIENCE:

- MA/MS degree in Early Childhood Education, Child Development or Human Development, or BA/BS with an Administrative Credential from a recognized college or university with minimum 24 units in Early Childhood Education.
- Experience working in a licensed or exempt multi-site child development program in a director/supervisory capacity, which included the supervision of adults.

LICENSES AND CLEARANCES:

- Valid Child Development Program Director Permit
- CLASS Reliability (Toddler, Preschool, and K-3 certifications)
- Continuing Education requirement of 105 hours with 5 year renewal.
- First Aid and CPR certification.

TERMS OF EMPLOYMENT:

- 220 Days, Management Salary Schedule.

BOARD APPROVED: 12/08/2022