

## **COLTON JOINT UNIFIED SCHOOL DISTRICT**

### **CLASS TITLE: DIRECTOR- CHILD DEVELOPMENT**

#### **BASIC FUNCTION:**

Under the direction of the Assistant Superintendent- Educational Services, plan, organize, control and direct the activities and operations of District Child Development programs; provide developmentally appropriate child development programs and provide for the cognitive, psycho-social, creative, physical and health needs of students; assure compliance with federal and State agencies; train, supervise and evaluate the performance of assigned personnel.

#### **REPRESENTATIVE DUTIES:**

##### **ESSENTIAL DUTIES:**

Plan, organize, control and direct the activities and operations of District Child Development programs.

Direct Head Start and State preschool contract requirements; collaborate with governing agencies; assure program requirements are met; complete required documentation including budgetary reports, continued funding applications, annual reports, grant preparation and parent and student handbooks; assure staff understanding of and compliance with regulations; receive governmental reports and submit required site visitation and monitoring responses.

Plan and implement child development functions; maintain current knowledge of licensing and funding regulations and requirements; prepare special events; implement effective teaching techniques and lesson plans to promote growth and provide for the cognitive, psycho-social, creative, physical and health needs of students.

Serve as administrator in IEP meetings for State preschool, Head Start and special education classes; prepare IEP comments; respond to parent inquiries and concerns; collaborate in the development of student IEPs in accordance with applicable laws, codes, rules and regulations.

Supervise and monitor preschool classrooms at various District sites; collaborate with Title 22 licensing analysts to assure compliance with regulations; inspect facilities for compliance with safety requirements.

Train, supervise and evaluate the performance of assigned staff; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions.

Provide technical expertise, information and assistance to the Assistant Superintendent regarding assigned functions; assist in the formulation and development of policies, procedures and programs.

Plan, organize and implement long and short-term programs and activities designed to develop assigned programs and services.

Direct the preparation and maintenance of a variety of narrative and statistical reports, records and files related to personnel and assigned activities.

Communicate with other administrators, personnel and outside organizations to coordinate activities and programs, resolve issues and conflicts and exchange information.

Develop and prepare the annual preliminary budget for the Child Development Department; analyze and review budgetary and financial data; control and authorize expenditures in accordance with established limitations.

Operate a computer and assigned software programs; operate other office equipment as assigned; drive a vehicle to conduct work as assigned.

Attend and conduct a variety of meetings as assigned.

**OTHER DUTIES:**

Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Planning, organization and direction of District child development programs.

Policies and objectives of child development programs.

Title 5 and Title 22 regulations, policies, procedures and activities pertaining to child development.

Head Start program standards.

Desired results system.

Reporting procedures for suspected child abuse and unusual incident reports.

Budget preparation and control.

Oral and written communication skills.

Principles and practices of administration, supervision and training.

Applicable laws, codes, regulations, policies and procedures.

Interpersonal skills using tact, patience and courtesy.

Operation of a computer and assigned software.

**ABILITY TO:**

Plan, organize, control and direct the activities and operations of District Child Development programs.

Direct Head Start and State preschool contract requirements.

Plan and implement child development functions.

Serve as administrator in IEP meetings for State preschool, Head Start and special education classes.

Supervise and monitor preschool classrooms at various District sites.

Supervise and evaluate the performance of assigned staff.

Communicate effectively both orally and in writing.

Interpret, apply and explain rules, regulations, policies and procedures.

Establish and maintain cooperative and effective working relationships with others.

Operate a computer and assigned office equipment.

Analyze situations accurately and adopt an effective course of action.

Meet schedules and time lines.

Work independently with little direction.

Plan and organize work.  
Prepare comprehensive narrative and statistical reports.  
Direct the maintenance of a variety of reports, records and files related to assigned activities.

**EDUCATION AND EXPERIENCE:**

Education: Bachelor's degree in Early Childhood Education, Child Development, or related field.

Experience: Five years of increasingly responsible experience in the administration of a multi-site child development program.

Any combination of training and/or experience that would likely provide the required knowledge and abilities may be considered.

**LICENSES AND OTHER REQUIREMENTS:**

Valid California Child Development Program Director Permit  
Valid Pediatric CPR/First Aid  
Valid California driver's license

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Office environment.  
Constant interruptions.  
Driving a vehicle to conduct work.

**PHYSICAL DEMANDS:**

Hearing and speaking to exchange information and make presentations.  
Dexterity of hands and fingers to operate a computer keyboard.  
Seeing to read a variety of materials.  
Sitting and standing for extended periods of time.

**HAZARDS:**

Exposure to dissatisfied or abusive individuals.