

CARDIFF SCHOOL DISTRICT

EXTENDED DAY DIRECTOR

DEFINITION:

To create a high quality, engaging and developmentally appropriate before and after school program, the Extended Day Director, under the general direction of the Superintendent or designee, plans, organizes and directs the day-to-day activities of the District's extended day program; implement directives and procedures of the School Board, Superintendent and the site Principals; hire, train, assign, supervise and evaluate the performance of assigned staff.

TYPICAL DUTIES:

- Plans, organizes and directs the implementation of the District's extended day program and activities.
- Hires, trains, supervises and evaluates the performance of program staff; develop employee work schedules and assign work; maintain proper staff to student ratio.
- Arrange for proper enrollment of children and familiarize parents with policies and procedures. Communicate and collaborate with school personnel as appropriate to support student needs.
- Communicate with parents and community agencies, prepare monthly newsletters and summer brochures; conduct orientation meetings, schedule field trips and guest speakers, and maintain the program website.
- Takes daily attendance and contacts parent(s) if not notified of child's absence.
- Maintains detailed records of program functions and activities; writes receipts and records tuition weekly, or as needed; prepares weekly deposits.
- Prepares written reports as required.
- Prepare annual program budget in coordination with District staff; approve and monitor expenditures.
- Conducts regular meetings with staff; provides in-service workshops and schedules continuing staff trainings to comply with state requirements as well as District policies, procedures, and discipline practices.
- Checks and approves all employee timesheets, personal and sick leave requests. Purchases and transports all food for snacks.
- Administers first aid and medications to students as needed; follows emergency procedures as necessary.
- Performs related duties as assigned.

EMPLOYMENT STANDARDS:

Knowledge of:

- Planning, organization, and direction of a childcare center
- Concepts, principles, and practices of child development.
- Behavior modification techniques and appropriate disciplinary actions
- Safe practices in classroom and outdoor activities; safety precautions and procedures; health and safety regulations
- Applicable laws, codes, regulations, policies and procedures
- Budget preparation and control
- Principles and practices of training, supervision and administration
- Oral and written communication skills
- Interpersonal skills using tact, patience, and courtesy

Ability to:

- Plan, organize and administer the operation of a daycare program
- Train, supervise, and evaluate the performance of assigned staff
- Communicate regularly and effectively both orally and in writing
- Prepare comprehensive narrative and statistical reports
- Interpret, explain, and apply rules, policies and procedures
- Exercise good judgment in routine situations and under stress
- Oversee and discipline students according to approved policies and procedures
- Maintain a safe, clean orderly, and positive environment for staff and students
- Utilize tact, persuasiveness, flexibility, and when necessary, firmness
- Operate standard office equipment including a computer and associated software and programs
- Work well with students, school staff, parents, and others

EDUCATION/EXPERIENCE:

Any combination equivalent to: Associate's Degree in Early Childhood Education, Child Development or a related field including coursework in supervision or program administration and four years of paid experience working with children and youth and a minimum of 2 years in a supervisory role.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license, and First Aid and CPR certificates; must qualify for a food handlers' training certificate by successfully completing the specified food service sanitation training course. (May be obtained after offer of employment)

PHYSICAL DEMANDS:

While performing the duties of this job, the employee is regularly required to hear and speak to exchange information; see to observe students and perform assigned duties; walk, stand or sit for extended periods of time; possess dexterity of hand and fingers to operate assigned equipment; kneel, bend at the waist, and reach overhead, above the shoulders and horizontally to perform assigned duties; lift and carry light

objects.

WORK ENVIRONMENT:

Indoor, playground and/or other outdoor environments; seasonal heat and cold or adverse weather; driving a vehicle to conduct work.