



Excellence for all.

Job Title: Director of Child Development Program

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

Basic Function: Under the general direction of an assigned Assistant Superintendent, plan, direct, organize, manage and oversee the daily activities of the district's child care and early childhood education programs; ensure compliance with District, local, state and federal regulations and policies; develop and implement procedures and policies for assigned programs; promote program enrollment through community outreach activities; supervise and evaluate the performance of assigned personnel.

Representative Duties:

Essential Function

- Maintain District standards of excellent customer service and professional behavior in various and sometimes challenging situations.
- Access and monitor District email daily to receive important updates from school and District administration.
- Participate in staff development and in-service training programs as assigned.
- Continuously monitor and evaluate the efficiency and effectiveness of department services; establish procedures for department efficiency and effectiveness; identify opportunities for improvement; direct the implementation of changes.
- Select, train, supervise and evaluate the performance of assigned staff; interview and select employees and recommend transfers, reassignment, termination, and disciplinary actions; plan, coordinate and arrange for appropriate training of subordinates; approve employment and status changes as warranted.
- Plan, direct, organize, manage, and oversee the daily activities of the district's childcare and early childhood education programs.
- Provide support and supervision of classified personnel at multiple childcare and early childhood education locations; coordinate, plan, and lead regular staff meetings.
- Evaluate staff training and professional development needs, including employees' continuous education requirements to maintain appropriate Child Development permits; develop and implement training plans, including workshops, and the use of one-on-one and/or team coaching to improve the quality of program curriculum and overall service delivery.
- Determine and coordinate staffing schedules to meet specific staff/student ratios and ensure staffing ratios are in compliance with licensing requirements; review and approve timesheets; review and respond to time off requests and collaborate with employees and Human Resources regarding substitute coverage.
- Evaluate programs through direct observations, classroom visits, meetings with on-site personnel, and frequent, ongoing communication with school site administration; recommend and implement improvement plans and program changes when needed and share program strategies to promote positive programming.
- Foster programs that meet the needs of the community and the students within each school site.
- Support staff with classroom concerns and issues, such as curriculum, programming, physical environment modifications, special education, and behavior strategies; work with school site administration and teachers to implement behavior modification plans for students.
- Coordinate and monitor program enrollment for new and returning families; gather and organize all required documentation for student enrollment; collaborate with enrollment department regarding updates and changes to student attendance.

- Review and evaluate program effectiveness and compliance with regulations and licensing; update policies and procedures for assigned programs; prepare required documentation, reports, and program evaluations; Complete the annual program self-evaluation and Early Childhood Environment Rating Scale (ECERS) for the preschool program.
- Respond to parent questions and concerns; gain input from parents through bi-annual program evaluations; coordinate parent education opportunities.
- Coordinate and implement program plans during non-school days.
- Monitor revenue and expenditures; follow-up on tuition payments and work with families on payment options; review and approve program scholarships for families in need.
- Develop program budgets as assigned; review and approve requisitions and purchase orders.
- Collaborate with outside agencies and vendors for on-site activities and field trips; coordinate with the Food Services Department for the provision of meals.
- Attend administrative meetings and Board meetings to share information regarding program status; liaison and foster relationships with the Local Planning Council (LPC), Quality Rating Improvement System (QRIS) Technical Assistance Specialist, Community Care Licensing, and other community and social services agencies; attend related meetings, as needed.
- Monitor students' health care needs and coordinate care with District Health Services and relevant staff.
- Update and coordinate maintenance of program website, on-line payment systems, database system, and other program-related software and systems.
- Collaborate with district leadership to support facilitation of ELO-P and other related grant opportunities.
- Collaborate with community partners to design ELO-P staffing plan and activities.
- Collaborate with SPED director to support referrals and student needs. Support staff in implementing IEP strategies and 504 mandates to benefit students in child development programs.
- Attend professional development training and workshops to maintain knowledge of current program trends, changes, and requirements.

Other Duties:

- Perform related duties as assigned.
- May be assigned out of class work as prescribed by Merit Rules and Regulations.

Knowledge and Abilities:

Knowledge of:

- District standards of excellent customer service, interpersonal skills using tact, patience, and courtesy.
- Management skills to analyze programs, policies, and operational needs.
- Principles and practices of program development and administration .
- Principles of supervision, training, and performance evaluation.
- State, Federal, and local laws, policies, procedures, and requirements as they relate to childcare and early childhood education programs.
- Regulations, requirements, and procedures related to Community Care Licensing (CCL), California State Preschool Program (CSPP), Early Childhood Environment Rating Scale (ECERS), and the Desired Results Developmental Profile (DRDP).
- Principles and techniques of employee supervision and development
- Curriculum and instructional techniques related to childcare and early childhood education programs.
- Child guidance principles and practices, including behavioral intervention strategies.
- Operation of childcare and development programs.
- Budget development and administration.
- Current program trends, changes, and requirements.
- Operation of a variety of office equipment including a computer and assigned software.
- Correct English usage, grammar, spelling, punctuation, and vocabulary.
- Basic mathematical concepts.

- Record-keeping practices and procedures.

Ability to:

- Understand and follow oral and written directions.
- Establish and maintain effective and cooperative working relationships with others.
- Communicate respectfully and effectively with students, staff, and the public.
- Learn and incorporate new skills, techniques and/or industry trends.
- Maintain regular and consistent attendance.
- Review and evaluate program effectiveness and compliance and recommend and implement program improvements and modifications.
- Meet schedules and timelines.
- Work independently with little direction.
- Set appropriate limits for behavior and train site personnel on discipline techniques.
- Exercise good judgment in dealing with sensitive issues.
- Plan, coordinate and oversee the operation of the district childcare and early childhood education programs.
- Plan, schedule, make work assignments, set priorities, train, and evaluate personnel.
- Read, understand, and accurately interpret and develop methods and procedures for implementation of codes, laws, rules, regulations and other policies and procedures relating to the area of responsibility.
- Establish and maintain a safe and healthy environment.
- Maintain accurate financial and enrollment records.
- Effectively communicate and present information in both oral and written forms.
- Maintain a variety of records and prepare complex reports.

Education/Licenses/Experience: Any combination equivalent to sufficient education, experience, and/or training to demonstrate the knowledge and abilities listed above. Typically, this would be gained through: A Bachelor's Degree, including at least 24 semester units of early childhood education/child development course work, six administration units, two adult supervision units, and three units of supervised field experience in an early childhood education/child development setting, and three years of increasingly responsible experience working in a child development and/or early childhood education program, at least one year of which was at a lead or supervisory level. Substitutions for the above education may only be made if such substitutions meet the California Child Development Program Director Permit requirements, as defined by the State of California Commission on Teacher Credentialing. California Child Development Program Director permit or ability to obtain upon hire is required. Successful completion of the Merit examination process is required. Flexible option for requirement for applicant to obtain certification of District compliance piece.

Licenses/Certificates: Valid California driver's license. CCD Program Director Permit.

Working Conditions:

Environment: Indoor and outdoor work environment. Combination of office and school sites.

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

Emergency Conditions: Pursuant to California Government Code Section 3100, all public employees are required to serve as disaster service workers subject to such disaster service activities as may be assigned to them by their supervisor or by law.

Salary Range: 153

Personnel Commission Classification/Compensation Study Approved: July 12, 2023