



**CLASSIFIED
Job Class Description**

Equal Employment
Opportunity

CDC PROGRAM DIRECTOR

DEPARTMENT/SITE: CHILD DEVELOPMENT
CENTER

SALARY SCHEDULE: Management (Group 02)
LEVEL: Range 01
WORK YEAR: 12 Months

REPORTS TO: ASSOCIATE SUPERINTENDENT,
INSTRUCTIONAL SERVICES

DATE CURRENT JOB DESCRIPTION APPROVED:
Board of Trustees effective: August 12, 2021

JOB GOAL/PURPOSE:

Under the supervision and direction of the Associate Superintendent, Instructional Services, directs and supervises the Child Development Center (CDC) programs to ensure the consistent quality and age appropriate care to meet the varying needs of the children attending. The incumbent provides children the opportunity to grow socially, emotionally, physically, and cognitively in a safe, secure, and inclusive environment and provides the school community with CDC services which directly support student learning.

DISTINGUISHING CHARACTERISTICS

The CDC Program Director works under limited supervision and directs staff within the Preschool and School Age Programs. This classification is responsible for ensuring the program meets and complies with legal requirements. Incumbents in this position prepare and monitor budgets, supervise and lead staff to ensure program goals and objectives are met, and oversee daily program activities.

ESSENTIAL FUNCTIONS, TASKS AND DUTIES:

- Responsible for the overall operation of CDC including the Preschool, School Age, and Expanded Learning Programs, including setting goals and objectives and facilitating short and long term plans.
- Supervise activities and implement methods to ensure that CDC staff is utilized effectively and efficiently; train CDC staff on CDC and District policies and procedures; observe and evaluate employee performance; and develop employee work schedules.
- Facilitate inclusive practices for special education students into CDC classrooms and programs; work cooperatively with District special education program staff and attend Individualized Educational Plan (IEP) meetings when necessary.
- Maintain compliance with state licensing requirements; develop, update, and implement CDC policies and other expanded learning programs, procedures and employee handbook.
- Establish and maintain necessary contacts with representatives of state, county, and local regulatory agencies; arrange for proper enrollment of children, familiarize parents with policies and programs, and promote positive public relations wherever possible.

- Prepare a disaster plan for the program and train and practice the plan with staff; conduct and/or plan staff meetings, professional growth in-services, and new employee orientation.
- Develop and manage budgets for toddler, preschool, school age and expanded learning programs; analyzes and reviews budget and financial data, controls and authorizes expenditures in accordance with established policies; adheres to established fiscal policies in collection of enrollment fees and tuition; establish procedures for delinquent accounts and develop payment plans.
- Prepare and/or maintain health records and physicians reports for children, participating parents, and staff; plan and arrange procurement of proper equipment and supplies for the program; maintain and/or supervise maintenance of proper supply and equipment inventory records.
- Meet with Department Leaders including the Director, Instruction; Executive Director, Special Education; and Coordinator, Student Services regularly to advise of new or expanded program opportunities, potential problems, or areas of concern;
- Meet with CDC supervisors weekly
- Supervise, support and evaluate staff assigned
- Perform other functions, duties and tasks related to this class as assigned.

JOB QUALIFICATIONS /REQUIREMENTS:

(At time of application.)

Knowledge of:

- CDC, Expanded Learning Program, and District policies; Applicable sections of the California Education Code and Administrative Code, Title 5; Title 22 Child Care Center Licensing regulations; health and safety practices (CPR, First Aid, etc.) and basic health and safety requirements for pupils and staff
- Public school operation and familiarity with proper curriculum for age groups from 18 months to 5 years (preschool) and best out of school time and enrichment programming from 6 to 12 years (Kindergarten to sixth grade)
- Basic needs and characteristics of infants, toddlers and preschool children
- Principles and methods of child development
- Principles and practices of managing an early childhood program
- Principles and practices of school-age care expanded learning programs
- Principles of employee supervision, discipline and evaluation

Skills:

- Computer proficient in word processing, spreadsheet, and business accounting software
- Interpersonal skills, including use of tact, diplomacy, patience and courtesy
- Correct English usage, including grammar, spelling, punctuation and vocabulary
- Budget preparation and control
- Effective problem solving

Ability to:

- Plan, coordinate, direct, and evaluate the multiple programs under the Child Development Center
- Relate well to pupils, parents, staff, and school administrators; show mature judgment and have a commitment to caring for children
- Diagnose and take corrective action in problem areas that might develop
- Prioritize and schedule work; be flexible and able to adjust daily routines as necessary
- Provide an educational program for students; keep the program in compliance with various regulations communicate with licensing agencies
- Demonstrate empathy and sensitivity to and understanding of diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of young children and families
- Meet schedules and timelines
- Prepare comprehensive narrative and statistical reports
- Conduct effective program evaluations

- Direct, manage, train and evaluate staff
- Apply pertinent laws, regulations and principles in reaching conclusions and making decisions
- Accept direction and follow instructions
- Communicate effectively both orally and in writing
- Respect and maintain professional confidences
- Work independently with little direction
- Work confidentially with discretion
- Work within a framework of multiple and complex regulations
- Establish and maintain cooperative and effective working relationships
- Analyze situations accurately and adopt an effective course of action
- Read, interpret, and follow rules, regulations, policies and procedures

EDUCATION REQUIRED:

Master's Degree in Early Childhood Education (ECE), or Child/Human Development (CD), OR Bachelor's Degree or higher with 24 ECE/CD units, plus 6 administration units, plus 2 adult supervision units, OR Administrative Credential with 12 units of ECE/CD, plus 3 units supervised field experience in ECE/CD setting Coursework should include: Child/Human Growth & Development, Programs/Curriculum Planning, Administration/Staff Relations, Infant/Toddler

EXPERIENCE REQUIRED:

Five (5) years of experience working with children in a childcare or early childhood educational setting, including three (3) years budget management and supervisory experience.

LICENSE(S) REQUIRED:

- Children's Center Supervisory Permit and/or Child Development Director Permit issued by the State of California Commission on Teacher Credentialing
- Possession of a valid California driver's license and remain insurable at the District's standard insurance market rate. Current DMV report.

CERTIFICATIONS AND TESTING REQUIRED:

- Pass the District's applicable proficiency exam (e.g., written test, oral interview and/or work sample) for the job class with a satisfactory score.
- Must possess and maintain current First Aid and CPR certification
- After offer of employment, obtain:
 - Criminal Justice and FBI Fingerprint Clearance
 - Pre-employment physical exam at District's expense
 - Negative TB test result plus periodic post-employment retest as required (currently every four years)

WORK ENVIRONMENT/PHYSICAL DEMANDS:

(Must be performed with or without reasonable accommodations)

- Office, classroom, playground and/or other outdoor environments
- Lift and/or carry items and/or children up to 40 lbs.
- Exchange information
- Seeing to monitor students and supervise in large outdoor area
- Bending at the waist, kneeling or crouching to assist students and to retrieve & store materials
- Sit, squat, walk and stand for extended periods of time
- Dexterity of fingers for assisting children
- Exposure to climatic elements and intermittent noise
- Potential for contact with bloodborne pathogens and communicable diseases
- Frequent interruptions