



OCEAN VIEW SCHOOL DISTRICT
Personnel Commission



Committed to ensuring a dynamic and collaborative learning community that prepares students for lifelong success!

Director of Child Development Programs

JOB SUMMARY:

Under administrative direction of the Assistant Superintendent, Education Services assists in the planning, organizing, directing, and evaluation of the District's Expanded and Early Learning programs, which include but are not limited to, after school Child Care Program, parent fee-based preschool, and State preschool. Plans, organizes, and manages Child Development instructional program design and delivery systems; plans, organizes, designs, and implements expanded learning development, curriculum and instruction, and activities to ensure optimal educational opportunities and growth experiences for Child Development participants; articulates and supports child development principles within Preschool through 8th grade programs.

CLASS CHARACTERISTICS:

This is a single incumbent classified management position having responsibility for direction of the Child Care Program and preschool programs. The position provides leadership and vision in the development and achievement of short and long-term goals for Child Care and Early Learning program; evaluates assigned personnel, assures compliance with all laws, codes, and regulations related to the District's Expanded and Early Learning programs. The incumbent works independently in concert with the objectives, scheduling and procedures established by the Assistant Superintendent, Education Services.

REPRESENTATIVE DUTIES:

The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this classification.

Essential Duties

- Maintain, interpret, and carry out adopted state laws and policies of the Board of Education, contractual agreements, and district administrative policies and procedures;
- Plan, supervise and direct the business operation of the child care and early childhood department in accordance with district policies and procedures;
- Develop, administer and account for Expanded Learning and Early Learning program budgets;
- Coordinate securing and effective use of curriculum materials, instructional supplies, equipment, building facilities and school grounds;
- Provide leadership and assistance to schools in planning, implementing and improving the learning continuum of child care and early childhood programs;
- Supervise, implement, and provide direction to the before and after school programs, parent pay preschools, child care and early childhood programs;
- Prepare and submit reports of childcare and early childhood program activities;
- Plan, develop and implement professional learning opportunities for new and existing child care

- and early childhood staff;
- Evaluate program, staff and procedure compliance.

Other Related Duties

- Oversee the planning and implementation of recess camps i.e. Fall Recess, Winter Recess, Spring Recess and Summer Camps.

SUPERVISION:

Receives general supervision from a Division head, District or administrator. Provides leadership and coordination within the department assigned.

MINIMUM QUALIFICATIONS:

Knowledge of:

- Principles, methods and techniques for coordination of early childhood programs;
- Laws, regulations, codes, policies and procedures applicable to early learning programs;
- Instructional methods to educate young children;
- Child development, psychology, family life education, and home economics;
- California Title 22 and Title 5 regulations
- State of California for preschool foundations, school readiness policy and early intervention programs;
- Program quality criteria, assessment processes and curriculum development;
- Health, safety and nutrition regulations for preschool and elementary age children;
- Principles and practices of administration, supervision and training;
- Budget preparation and control;
- Oral and written communication principles and practices;
- Cultural diversity issues within the community;
- English usage, spelling, grammar, and punctuation;
- Modern office practices, procedures, terms and equipment including proficient knowledge of Microsoft Office word processing, spreadsheet, presentation, database, email and internet computer applications;

Ability to:

- Independently manage multiple projects with demonstrated ability to complete tasks within established timeframes;
- Plan, organize, implement, and administer the Child Care Program of the District;
- Develop and monitor systems to enroll children, document attendance, collect fees, and maintain various required records.
- Interpret, apply and explain rules, regulations, policies and procedures;
- Analyze situations accurately and adopt an effective course of action;
- Meet schedules and time lines;
- Prepare comprehensive narrative and statistical reports;
- Supervise and evaluate the performance of assigned staff;
- Establish and maintain effective interpersonal relationships and effectively communicate using

tact, patience and courtesy in a manner that reflects positively on the District;

- Understand, be sensitive to and respect the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disabilities and sexual orientation of students, parents, teachers, administration and staff.

EMPLOYMENT STANDARDS:

Education:

- Bachelor's degree with 24 units in Early Childhood Education (ECE)/Child Development, including six units administration and two units adult supervision;
- A master's degree in ECE or Child/Human Development OR teaching/administrative credential with additional ECE units is also preferred.

Experience:

- Five (5) years of experience in a child care program, including two (2) years of site supervisory or administrative position performing program management and support services experience.

Licenses Required:

- Child Development Program Director Permit issued by the Commission on Teacher Credentialing;
- Valid California driver license;
- CPR and first aid certificates.

PHYSICAL DEMANDS, WORKING ENVIRONMENT AND HAZARDS:

The physical demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work Environment:

This position operates in various work environments including indoor, outdoor, office, and classroom; regularly will be driving a vehicle to make site visitations and attend off site meetings as needed. The incumbent is subjected to constant interruptions and is often under severe time constraints. The noise level can vary depending upon daily activity, but will remain within moderate noise level range. The incumbent will frequently be in direct contact with the public, students, and employees.

Physical Demands:

While performing the duties of this job, the position is continuously required to walk, sit for extended periods of time, talk, hear, and use repetitive motions of the wrists, hands, and fingers. The incumbent may occasionally stand and reach at, below and above shoulder level. The work involves little to light physical efforts; frequently exerts up to 10 pounds of force and occasionally exerts up to 20 pounds of force to lift, push or pull objects. This position requires near visual acuity sufficient to read, analyze complex materials, read, and use a computer screen.

SALARY RANGE

Salary Range M61

Classified Management Salary Schedule

New classification approved by Personnel Commission 4/13/17