

# MODESTO CITY SCHOOLS

## JOB DESCRIPTION

### DIRECTOR-CHILD DEVELOPMENT PROGRAM

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#### **DEFINITION:**

Under the direction of the Associate Superintendent, Education Services, plan, organize, control and direct District Child Development programs; evaluate probationary Child Development Program educators and support personnel for compliance with established standards and regulations; train, supervise and evaluate the performance of assigned personnel.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Plan, organize, control and direct District Child Development programs.
- Prepare fiscal, attendance, and other reports for submission to local, state and federal agencies or the District as directed.
- Supervise staff in the development, implementation and evaluation of the program curriculum.
- Supervise the development, implementation and evaluation strategies to achieve the educational goals of the Programs.
- 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 Associate 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 Program; analyze and review budgetary and financial data; control and authorize expenditures in accordance with established limitations.
- Operate a variety of standard office equipment including a computer and assigned software; drive a vehicle to conduct work as assigned.
- Attend and conduct a variety of meetings as assigned.

#### **OTHER DUTIES:**

- Perform related duties as assigned.

#### **REQUIRED QUALIFICATIONS:**

##### Education and Experience:

- Any combination equivalent to: Master's degree in child development or related field and four years child development experience.

##### Licenses and other Requirements

- Valid Children's Center Supervisory Permit or Program Director Permit issued by an authorized agency.
- Valid California Class C Driver's License.
- Must provide a DMV printout within five (5) work days of offer of employment.
- Maintain participation in CA DMV Assessment System/Automatic Pull Program.

## **DESIRED QUALIFICATIONS:**

- Master's Degree and one year of successful program director experience.

### **Knowledge of:**

- Planning, organization and direction of a child development program.
- Early childhood development principles.
- Head Start performance standards.
- State funding terms and conditions and State and federal budget regulations.
- Title 5 and Title 12 regulations.
- 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.
- Operate a variety of standard office equipment including a computer and assigned software.

### **Ability to:**

- Direct the operations of a child development program.
- Accurately assess and evaluate performance of educators and support personnel.
- 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.
- 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.

## **WORKING CONDITIONS:**

### **Work Environment:**

- Office environment.
- Driving a vehicle to conduct work.

**Physical Demands:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- 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.

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed.

**Cabinet Approved: 7/1/13**

**Board Approved: 7/8/13**

**FLSA Status: Exempt**