

ASSISTANT DIRECTOR OF CHILD DEVELOPMENT PROGRAMS**Purpose Statement**

The job of Coordinator of Child Development Programs is done for the purpose/s of directing childhood programs and services; providing information and serving as a resource to others; achieving defined objectives by planning, evaluating, developing, implementing and maintaining services in compliance with established guidelines; and serving as a member of the leadership team.

This job reports to Director of Categorical and Special Programs

Essential Functions

- Analyzes program information and processes (e.g., program outcomes and assessment data, labor costs, alternate solutions to program challenges, etc.) for the purpose of ensuring continuation of the Child Development Program.
- Assists site supervisors in developing regular staff meetings and professional development for the purpose of enhancing programs for students and ensuring that program operations are in compliance with established guidelines.
- Assures compliance with regulations regarding health, safety and licensing for the purpose of ensuring that program operations are in adherence with regulatory requirements.
- Collaborates with a wide variety of stakeholders (e.g., site supervisors, public agencies, community members, etc.) for the purpose of implementing and maintaining services and programs.
- Compiles data from a wide variety of sources (e.g., staff, public agencies, site reports, etc.) for the purpose of implementing policies and procedures and monitoring program components.
- Develops and implements marketing strategies to promote the Child Development Program in the community, followed by evaluation of strategies' success for the purpose of maintaining and increasing the enrollment in all programs under CDP.
- Directs department operations, maintenance of services and implementation of new programs and processes for the purpose of providing services within established time frames and in compliance with related requirements.
- Facilitates meetings on a wide variety of topics (e.g., financial procedures, regulatory requirements, community or outside agencies, interdepartmental needs, etc.) for the purpose of identifying issues, developing recommendations, supporting other staff, and serving as a District representative.

- Monitors a variety of financial activities (e.g., budget allocations, expenditures, fund balances, etc.) for the purpose of ensuring that allocations are accurate, revenues are recorded, expenses are within budget limits, and fiscal practices are followed.
- Oversees the Child Development Program operations (e.g., site supervision, California State Preschool Program, After School Enrichment Services, summer programs, relationships between program and administrators, etc.) for the purpose of ensuring program and District goals are met.
- Participates in a variety of meetings (e.g., workshops, inter and intra district committees, community and public agency meetings, conferences, etc.) for the purpose of conveying and gathering information necessary to carry out the functions of the job.
- Performs personnel administrative functions (e.g., hiring, training, evaluating, providing professional development opportunities, etc.) for the purpose of maintaining necessary staffing, enhancing productivity of staff, and ensuring necessary department/program outcomes are achieved.
- Prepares a wide variety of often complex materials (e.g., budgets, funding requests, analyses, recommendations, etc.) for the purpose of documenting activities and issues, meeting licensing and compliance requirements, providing audit references, making presentations, and providing supporting materials for requested actions.
- Presents information on a variety of work-related topics (e.g., financial information, overviews of programs, policies, procedures, etc.) for the purpose of ensuring the smooth and continued operation of Child Development services.
- Researches a variety of topics (e.g., grants, community service organizations, state and federal regulatory changes, etc.) for the purpose of remaining current in the field and making recommendations for the Child Development program.
- Responds to inquiries from a variety of stakeholders (e.g., staff, site supervisors, parents, etc.) for the purpose of providing information and direction as may be required.
- Serves as a resource to stakeholders (e.g., site supervisors, community agencies, etc.) for the purpose of explaining procedures conveying and receiving information as needed for the planning, developing, and evaluating of services related to child development.

Marginal Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, highly complex, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment including pertinent software applications; planning and managing projects and programs; overseeing program

financial activities; developing effective working relationships; preparing and maintaining accurate records; administering personnel policies and procedures; and coordinating with other agencies.

KNOWLEDGE is required to perform algebra and/or geometry; review and interpret highly technical information, write technical materials, and/or speak persuasively to implement desired actions; and analyze situations to define issues and draw conclusions. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: pertinent laws, codes, policies, and regulations; personnel processes; standard business practices; teaching strategies; working with families; and stages of child development; evaluation practices.

ABILITY is required to schedule a number of activities, meetings, and/or events; often gather, collate, and/or classify data; and use job-related equipment. Flexibility is required to independently work with others in a wide variety of circumstances; work with data utilizing defined but different processes; and operate equipment using a variety of standardized methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with data of varied types and/or purposes; and utilize a variety of types of job-related equipment. Independent problem solving is required to analyze issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is limited to moderate. Specific ability-based competencies required to satisfactorily perform the functions of the job include: establishing and maintaining effective working relationships; meeting deadlines and schedules; setting priorities; working with multiple projects, frequent interruptions, and changing work priorities; working with detailed information and maintaining accurate records; maintaining confidentiality; and facilitating communication between persons with frequently divergent leadership positions.

Responsibility

Responsibilities include: working under limited supervision using standardized practices and/or methods; directing other persons within a department, large work unit, and/or across several small work units; supervising the use of funds. Utilization of resources from other work units is often required to perform the job's functions. There is a continual opportunity to impact the organization's services.

Work Environment

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling, and significant fine finger dexterity. Generally, the job requires 80% sitting, 10% walking, and 10% standing. This job is performed in a generally clean and healthy environment.

Experience: Three years of experience in a supervisory capacity in early childhood education programs. Previous teaching experience highly desirable.

Education (Minimum): Bachelors degree in the field of Early Childhood Education and Child Development Program Director Permit (or ability to obtain). Masters degree is highly desirable.

Required Testing

None Specified

Certificates and Licenses

Child Development Program Director Permit
First Aid/CPR Certificate

Continuing Educ. / Training

None Specified

Clearances

Criminal Background Clearance

Physical Capacities Test Clearance
Tuberculosis Clearance

FLSA Status

Exempt

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all inclusive. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential responsibilities and functions of the job.