

CLOVIS UNIFIED SCHOOL DISTRICT

Position: Director, Child Development

Salary Grade: Appropriate Placement

Salary Schedule: Administrative Management

Department: Child Development

Reports to/Evaluated by: Assistant Superintendent, Curriculum, Instruction and Accountability

FLSA: Exempt

SUMMARY

Under administrative direction, the Director of Child Development effectively builds and maintains child development programs at both the District and site levels. This role involves establishing and developing programs and services that promote excellence in early childhood education, after-school programs, Youth Parent Programs, and other grant implementation.

DISTINGUISHING CAREER FEATURES

This is a leadership management and supervisory level position which oversees the coordination of the Child Development programs.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Directs, manages and coordinates all program activities.
- Ensures programmatic and fiscal compliance within the contract for the Child Development Department. Programs include Campus Club, Preschools, Cal Stat, 21st Century, and State Center Community College partnership.
- Responsible for program participation records, licensing records, and other reports essential for meeting contract requirements.
- Coordinates with SSCC District regarding SCCCD/CUSD Joint Preschool Daycare and establishes necessary frameworks.
- Serves as resource leader and administrator to staff regarding early childhood and other program curriculum.
- Maintains and develops good community relations with an active parent education component in the Child Development Department.
- Plans and implements a health and safety program for the Child Development Department.
- Communicates regularly with the California State Department of Education regarding funding streams, compliance issues, and current trends in Early Childhood Development.
- Participates in a program of professional growth.
- Ensures the addition, renovation, and repair of needed facilities.

- Performs other duties as required and assigned by the Assistant Superintendent, Curriculum, Instruction and Accountability.

QUALIFICATIONS

- Knowledge of: Comprehensive knowledge of laws, policies, and regulations pertaining to Child Development programs. Comprehensive knowledge of Child Development and developmentally appropriate policies and practices. Comprehensive knowledge of organizational principles and practices. Comprehensive knowledge of Early Childhood Education.
- Ability to: Direct and evaluate the work of subordinate personnel. Speak and write effectively. Establish and maintain effective relationships with staff, students, parents, and the public contacted in performance of duties.
- Education and Experience: Minimum requirement of a Bachelor's degree and five years of teaching experience. Administrative experience is preferred.
- Working Conditions: Work will be performed primarily indoors but may include working outdoors while visiting various school sites. Requires arm, hand, and finger dexterity to operate keyboard and other office equipment.
- Licenses and Certificates: Requires a California Administrative Credential.