

**CLOVIS UNIFIED SCHOOL DISTRICT**

**POSITION DESCRIPTION**

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<b>Position:</b>	Directory of Child Development	<b>FLSA:</b>	Exempt
<b>Department/Site:</b>	Child Development	<b>Salary Grade:</b>	Appropriate Placement
<b>Reports to/Evaluated by:</b>	Assistant Superintendent, Curriculum, Instruction and Accountability	<b>Salary Schedule:</b>	Administrative Management

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**SUMMARY**

Under administrative direction, effectively builds and maintains child development programs at the District and site levels. Establishes and develops programs and services that promote excellence in early childhood education and 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, 21<sup>st</sup> 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
- 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 CA 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 Assistant Superintendent, Curriculum, Instruction and Accountability.

## **QUALIFICATIONS**

**Knowledge and Skills:** 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.

**Abilities:** Requires ability to direct and evaluate the work of subordinate personnel. Must be able to speak and write effectively. Position requires the ability to establish and maintain effective relationships with staff, students, parents, and the public contacted in performance of duties.

**Physical Abilities:** Requires arm, hand, and finger dexterity to operate keyboard and other office equipment.

**Working Conditions:** Work will be performed primarily indoors but may work outdoors while visiting various school sites.

**Education and/or Experience:** Minimum requirement of Bachelor's degree and 5 year's teaching experience. Administrative experience preferred.

**Licenses and Certificates:** Requires a California Administrative Credential.