

<b>Postion:</b>	Assistant Director, Child Development	<b>FLSA:</b>	Exempt
<b>Department/Site:</b>	Child Development	<b>Salary Grade:</b>	
<b>Reports to/Evaluated by:</b>	Director, Child Development	<b>Salary Schedule:</b>	Admin. Mgmt.

**SUMMARY**

To administer with maximum efficiency and economy the operation of Child Development Programs to ensure that each child obtains maximum benefit from the educational programs.

**DISTINGUISHING CHARACTERISTICS**

Assists in the development, supervision, and coordination of the Child Development Programs in the District. Reports directly to the Director of Child Development.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Assists in the development, supervision and coordination of a current master plan for early childhood services and school-age before and after school programs.
- Oversees district-wide Child Development facilities including renovation and repair grants, a preventative maintenance program, and program safety plans.
- Researches, submits and monitors Grants to increase Child Development/District revenues to support Child Development improvement process.
- Directs and coordinates program activities ensuring programmatic and fiscal compliance with the State Department of Education's contracting terms and conditions on programs funded by the Child Development Division.
- Prepares and submits such requests as the Director of Child Development may request.
- Integrates and coordinates the assessment of services needed in early childhood education and school-age before and after school programs to align with California Curriculum Standards.
- Serves as a District resource relative to early childhood education and school-age before and after school program curriculum.
- Makes recommendations to the appropriate District administrator relative to standards and suggested kindergarten entry-level skills.
- Develops and oversees a master plan for facility use and maintenance for Child Development programs.
- Directs and coordinates model programs of direct service and integrates programs to maximize service.

- Assists in the administration of the District's Child Development budget.
- Supervises and evaluates the work of all personnel of Child Development in conjunction with the appropriate supervisor.
- Performs other duties and assumes such other responsibilities as assigned by the Director of Child Development.

## **QUALIFICATIONS**

**Knowledge and Skills:** Requires knowledge of laws, rules, policies, and regulations pertaining to Child Development and school-age before and after school programs. A thorough knowledge of curriculum standards for core academic subject areas is essential. Requires knowledge of organizational principles and practices. Must possess a working knowledge of Child Development Preschool and school-age before and after school programs and the services they provides.

**Abilities:** Requires ability to supervise 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 contracted in performance of duties.

**Physical Abilities:** Requires arm, hand, and finger dexterity to operate keyboard and other office equipment. Requires visual acuity to read words, blueprints, plans and schematics.

**Education and Experience:** Experience in coordination and development of early childhood and school-age before and after school education programs. Must have demonstrated leadership qualities and participation at a school-level or multi-site administrative or supervisory position. BA Degree required and Masters Degree desirable.

**Licenses and Certificates:** Must hold or be eligible for one of the following credentials issued by the Commission on Teacher Credentialing: Administrative Services Credential and/or General Administrative Credential. Requires a valid California Driver's License.

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