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<b>Position:</b>	Assistant Director, Child Development	<b>FLSA:</b>	Exempt
<b>Department/Site:</b>	Child Development	<b>Salary Grade:</b>	Administrative Management
<b>Reports to/Evaluated by:</b>	Director, Child Development	<b>Salary Schedule:</b>	Appropriate Placement

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**SUMMARY**

To maximize the efficiency and effectiveness of operations of Child Development Programs to ensure that each student 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.
- Directs and coordinates professional development opportunities for staff.
- 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.
- 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 provide.

**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.

**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 experience at a school-site or multi-site administrative position. Master's Degree preferred.

**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.