

## **DEL MAR UNION SCHOOL DISTRICT**

### **CLASS TITLE: DIRECTOR, EARLY CHILDHOOD DEVELOPMENT CENTER**

#### **BASIC FUNCTION:**

Under the direction of the Assistant Superintendent of Instructional Services, plan, coordinate, and direct the day-to-day activities related to the District Early Childhood Development Center; ensure compliance with state and federal regulations, district policies and those required by the early childhood licensing agency; train, supervise, and evaluate the performance of assigned staff.

#### **RESPONSIBILITIES:**

- Administer and supervise the infant, toddler and preschool program in accordance with school district policies and in compliance with State and federal regulations and those outlined by the licensing agency.
- Establish and ensure a fun, positive, creative and stimulating learning environment for all children attending Early Childhood Development Center to strengthen self-esteem and independence and develop physical, cognitive, emotional, creative and social skills.
- Facilitate, supervise, and evaluate development and implementation of curriculum and instructional practices to maintain a high quality program; conduct regular staff meetings with all personnel; provide feedback and direction on instruction; provide professional learning throughout the year.
- In conjunction with the Director of Maintenance, Operations and Facilities, ensure that facilities for the Early Childhood Development Center are safe, clean, attractive, and meet the state regulations for a preschool program.
- Practice sound budgetary management. Prepare annual budget for programs in coordination with district administrative personnel; monitor expenditures, receipts, fiscal reports and contract agreements; assume budgetary responsibilities for the enterprise fund.
- Recruit, select, supervise, and evaluate staff for the Early Childhood Development Center; ensure staff are appropriately licensed for each assignment; schedule appropriate staffing to meet state guidelines and ensure classroom ratios are met; supervise personnel to assure effective and smooth operation at program sites.
- Communicate district/site program information to stakeholders and promote the Early Childhood Development Center through a variety of media including but not limited to flyers, calendars, tours, advertisements, meetings and through the District website.
- Involve parents and families in student activities; provide information and referral services as needed; plan and conduct parent meetings; explain policies, procedures, rules and regulations as needed.
- Serve as a resource in the identification, selection, and use of instructional materials, curriculum, and methodologies for an early childhood program; plan, organize, and implement the daily program for the children ensuring it is at the appropriate age and developmental level of each child.
- Coordinate and implement ongoing registration for the program.
- Represent the Early Childhood Development Center at community, regional, and state meetings as appropriate.
- Support and carry out Board of Trustees and Superintendent directives and policies.

- Coordinate the development and implementation of goals established by the District Strategic Plan.
- Work cooperatively with district and site personnel.
- Perform related duties as assigned.

## **KNOWLEDGE AND ABILITIES:**

### **KNOWLEDGE OF:**

- Basic needs and characteristics of infants, toddlers and preschool children.
- Planning, organization and direction of a preschool center.
- Theories, research, and contemporary issues regarding early childhood instructional practices and associated programs.
- Principles and methods of child development.
- Applicable laws, codes, regulations, policies and procedures.
- District policies.
- Budget preparation and control.
- Principles and practices of managing an early childhood program.
- Proper evaluation methods.
- Oral and written communication skills.
- CPR and First Aid

### **ABILITY TO:**

- Plan, organize and administer the operation of an early childhood development center.
- Interpret, apply and explain rules, regulations, policies and procedures.
- Analyze situations accurately and adopt an effective course of action.
- Meet schedules and time lines.
- Prepare comprehensive narrative and statistical reports.
- Conduct effective program evaluations.
- Use interpersonal skills with tact, patience and courtesy.
- Direct, manage, train and evaluate personnel.
- Apply pertinent laws, regulations and principles in reaching conclusions and making decisions.
- Accept direction and follow instructions
- Share and delegate responsibilities.
- Communicate effectively both orally and in writing.
- Establish and maintain highly effective working relationships with faculty, staff, parents, community members and others.
- Respect and maintain professional confidences.
- Work independently with little direction.
- Work confidentially with discretion.

**EDUCATION AND EXPERIENCE:**

- Masters degree required
- Five years experience as a Director of an Early Childhood Program

**LICENSES AND OTHER REQUIREMENTS:**

- Child Development Program Director Permit.
- Valid California driver's license.
- Valid CPR and First Aid or willingness to obtain CPR and First Aid Certification

**WORKING CONDITIONS:****ENVIRONMENT:**

- Classroom, office and outdoor environment.
- Driving a vehicle to conduct work.
- Noisy at times

**PHYSICAL DEMANDS:**

- Lifting children and heavy objects.
- Bending at the waist, kneeling, crouching and crawling.
- Seeing, including close, distance, and peripheral vision, to ensure proper supervision of students and to facilitate communication with students, staff, parents and community.
- Standing and/or sitting for extended periods of time.
- Dexterity of hands and fingers to demonstrate activities and prepare materials.
- Reaching overhead, above the shoulders and horizontally.
- Hearing and speaking to exchange information in person or on the telephone and to make presentations.

**HAZARDS:**

- Exposure to communicable diseases.

**TERMS OF EMPLOYMENT:**

Valid Driver's License, Criminal Justice Department Fingerprint Clearance, Physical and TB Clearance. Fingerprints and physical will be at district expense and must be obtained at district contracted facility.

**SALARY:**

Placement on the Classified Management Salary Schedule.