

DELANO UNION SCHOOL DISTRICT

Coordinator Child Development Services

JOB SUMMARY

To serve as the administrator responsible for coordination and supervision of Multiple site and district child development programs; including providing instructional guidance, program evaluation and organization. Serve on the district Administrative Cabinet.

REQUIRED QUALIFICATIONS

1. Credential:

Appropriate California Child Development Permit.

BA/MA with 24 Early Childhood Education/Child Development units including core Courses, plus 6 units administration and 2 units adult supervision.

Or:

Appropriate Teaching Credential (multiple or single subject) or
Administrative Services Credential.

Or:

Children's Center Supervision Permit of Administration credential.

2. Education:

Masters Degree or higher in education, child development or curriculum and instruction is preferred.

3. Experience:

- A. Demonstrated successful classroom teaching experience in preschool or primary grades.
- B. Demonstrated successful leadership skills in supervision of instructional aides, teachers and other support staff.
- C. Ability to perform and meet the needs of a diverse population.
- D. Experience in project and budget planning and coordination of funding sources.
- E. Ability to work with both site and district administration in administration of instructional programs and evaluation.
- F. Demonstrated ability to work directly with parent groups and community agencies.

ESSENTIAL FUNCTIONS OF THIS POSITION

1. Coordinates certificated and classified personnel services for child development programs to include recruitment, selection and assignment of personnel.
2. Supervises and evaluates the Site Supervisor, Teacher, Master Teacher, Associate Teacher, Assistant and Aides in the programs.

3. **Supervises the operational programs of the Child Development Service as set forth by the California Department of Education.**
4. **Budget preparation, control, inventory, grant funding, and seeks other funding as available.**
5. **All requirements of licensing and regulations required to implement the program appropriately.**
6. **Monitors data and communicate needs to the district for expanded use and expansion.**
7. **Monitors sites for safety, cleanliness, and accepted standards per the state and federal regulations for the program.**
8. **Coordinates articulation with other school districts and other child development agencies.**
9. **Provides all staff with a professional development that reflects the regulatory needs of the program and the children.**
10. **Attends school board meetings as needed.**
11. **Prepares written and oral reports, communication and recommendations.**
12. **Ability to develop and monitor new sites as needed for program expansion.**
13. **Provides community outreach for the child development programs.**
14. **Implements conflict management and problem solving with staff and parents.**
15. **Attends all conferences, workshops and trainings as they relate to the department and program needs.**
16. **Oversees the program in meeting all the criteria for Coordinated Compliance Reviews.**
17. **Counsels with parents and staff on intervention measures and academic achievement of children receiving services.**
18. **Counsels with students, staff and parents on behavior concerns.**
19. **Attends regular Administrative Cabinet and Curriculum meetings.**
20. **Supervises extra-curricular activities as needed.**
21. **Supervises buildings, grounds, and equipment including fire drills and other alert drills and inspects site for needed improvements.**
22. **Assists with the community relations program and activities.**
23. **Assists in formulating district policies and administers regulations relating to the child development program instructional and student programs.**
24. **Monitors pupil attendance records.**
25. **Reports to the Director of Student Support Services.**
26. **Performs other duties as assigned.**

OTHER RELATED FUNCTIONS OF THIS POSITION

1. Demonstrate a professional attitude toward parents, students, and staff.
2. Participate in curriculum development programs within the program of assignment and/or on a district level.
3. Attend staff functions after regular "duty hours" as needed for supervision.

Employee: _____

Date: _____

Authorized Representative: _____

Date: _____

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.