

## WALNUT VALLEY UNIFIED SCHOOL DISTRICT

### DIRECTOR – CHILD CARE & PRE-SCHOOL PROGRAMS

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ADOPTED 5/16/01

#### **BASIC FUNCTION:**

Plans, directs and supervises all Child Care & Pre-school Programs in the Walnut Valley Unified School District and coordinates these services with the Administrative Director of Pupil Personnel Services for the District.

#### **ESSENTIAL DUTIES:**

- Formulates and recommends for District approval policies and regulations governing the operation of all Child Care and Pre-school services.
- Provides leadership to ensure quality customer service is provided to parents, children, the public at large and all district staff members.
- Establishes and oversees implementation, operation, and supervision of each program to ensure support to the educational programs of the District.
- Provides leadership for positive financial management control, which maintains a sound financial basis for all programs.
- Directs the development of budgetary procedures, cost reduction measures, and expenditure controls for all programs.
- Directs the development and maintenance of systems and procedures, to ensure accurate and efficient paperwork documentation and collection of funds as required by law.
- Evaluates or assists in the evaluation of assigned personnel and recommends the appointment, transfer, and reassignment of personnel.
- Works with Human Resources in the development and implementation of recruiting practices, probationary period supervision, and performance review and evaluation systems to ensure a high level of staff competency.
- Evaluates & improves instructional materials and methods.
- Develops & maintains manuals of instructional policies and procedures.
- Directs the planning, organizing, and implementation of a variety of staff development and parent in-service training programs.
- Establishes communication feedback systems and processes for monitoring and auditing the Program functions and activities to ensure that appropriate priorities are pursued.
- Conducts periodic meetings with staff to review procedures, program & activities.
- Performs other related duties as assigned.
- Market program to attract new students and maintain enrollment.

#### **JOB REQUIREMENTS – QUALIFICATIONS:**

Skills, Knowledge and/or Abilities Required:

##### Skills to:

- Relate positively to children and adults providing counseling and guidance regarding specific problems and relationships.
- Establish and maintain an effective working relationship with those contacted in the course of work.
- Communicate effectively both orally and in writing.
- Communicate effectively with children and parents.
- Establish and maintain cooperative and effective working relationships with others.
- Analyze situations accurately and adopt an effective course of action.
- Plan, develop and implement supplemental educational activities for children.
- Plan and organize work.
- Train and provide work direction to others.
- Develop schedules, maintain records and prepare reports.
- Work confidentially with discretion.
- Prepare effective oral and written presentations.
- Prepare clear, concise reports and make recommendations.

Knowledge of:

- Regulations & laws related to Child Care & Pre-school Programs.
- Principles of child development & psychology.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Health, nutrition and safety regulations.
- Methods of observing, evaluating and recording child behavior.
- Methods, techniques, procedures and strategies concerning the assessment and evaluation of the District Child Care and Pre-school Programs.
- Basic supervision including employee motivation, guidance and performance evaluation.
- Technical aspects of field of specialty.
- Proper staff selection techniques and procedures.

**PHYSICAL DEMANDS:**

The physical requirements indicated below are examples of the physical aspects that this position classification must perform in carrying out essential job functions.

- Persons performing service in this position classification will exert 25 to 50 pounds of force frequently to lift, carry, push, pull or otherwise move objects.
- This type of work involves walking and/or standing most of the time, but may involve bending, squatting, sitting, stooping, stretching or sitting for brief periods.
- Perceiving the nature of sound, near and far vision, depth perception, providing oral information, the physical skills to operate related equipment, and work with various materials and objects are important aspects of this job.

Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

**EXPERIENCE AND EDUCATION:**

Experience:

- Two years of supervisory experience in a child care program for pre-school and/or school age children.
- One year experience with financial record keeping.

Education:

A bachelor's degree including 24 Early Childhood Education/Child Development Units plus 6 units in Administration/Supervision.

**CERTIFICATE REQUIREMENTS:**

- Possession of State required permits
- Possession of a current American Red Cross First Aid Certificate and a current Community C.P.R. Certificate.
- Driver's License.

**Any combination of experience and education that may contribute to the knowledge and skills requirement will be considered when assessing overall experience and education.**