



Director of Child Development and Instructional Support

Basic Function

Under the direction of the Assistant Superintendent of Educational Services, perform a variety of specialized duties in the organization, monitoring and supervision of extended day childcare centers, and District preschool programs, including Children's Center, and Even Start. The Director of Child Development and Instructional Support will assure compliance with applicable rules, regulations, policies and procedures; to include No Child Left Behind legislation, train, supervise and evaluate assigned staff and provide instructional support to classroom teachers working with students with disabilities and program improvement schools.

Representative Duties

Visit childcare centers and preschools to observe activities, assure the efficiency and effectiveness of the program, and supervise staff.

Provide assistance and direction to staff in the implementation of an approved curriculum to meet the individual needs of children.

Evaluate and report on site programs.

Coordinate work and vacation schedules; locate substitutes for preschool and childcare staff when necessary.

Participate in the selection and hiring process for preschool and childcare program staff.

Assist in the development of curriculum and instruction to address students with disabilities.

Conduct and arrange for appropriate observation and training of classroom teachers and staff.

Conduct periodic meetings with teachers and staff to review curriculum, instructional strategies and operating procedures.

Assure that childcare sites are maintained in a clean and orderly condition, are properly equipped, and in good repair.

Communicate with childcare parents on enrollment and payment procedures.

Meet with dissatisfied parents; assist with resolution of staff conflicts.

Monitor program budget; assist with preparation of budget.

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Prepare and maintain a variety of records, files and reports related to preschool and childcare programs, including staff time sheets; snack and supply budget for sites; student enrollment and emergency forms.

Assist with program quality improvement tasks including overall program evaluation.

Perform related duties as assigned.

Knowledge And Abilities

Knowledge Of:

Principles of child development;
Instructional strategies for students with disabilities;
Correct English usage, grammar, spelling, punctuation and vocabulary;
Health, nutrition and safety;
Methods of observing, evaluating and recording child behavior;
Methods, techniques, procedures and strategies concerning the assessment and evaluation of preschool and childcare programs;
Basic supervision including performance evaluation;
Technical aspects of field of specialty.

Ability To:

Communicate effectively both orally and in writing;
Communicate effectively with children and parents;
Establish and maintain 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.

Licenses and Other Requirements

Valid California Administrative Credential
Children's Center Permit
Current First Aid and CPR certificates
Valid California driver's license and state required automobile insurance as required by position

Education and Experience

Any combination equivalent to:
Bachelor's degree with units in child development

Masters degree desirable

Three years experience as an elementary teacher or principal

Working Environment

Environment:

Subject to flexible and split hours.

Indoor and outdoor environment.

Physical Demands:

Lifting, stooping, bending and standing

Seeing to inspect and assure that sites are maintained in a clean and orderly condition

Hearing and speaking to exchange information in person and on the telephone

Standing or sitting for extended periods of time

Pushing or pulling, moving furniture at centers