

DEL MAR UNION SCHOOL DISTRICT

CLASS TITLE: DIRECTOR

AFTER SCHOOL PROGRAMS AND THE EARLY CHILDHOOD DEVELOPMENT CENTER

BASIC FUNCTION:

Under the direction of the Assistant Superintendent of Instructional Services, plan, coordinate, direct and supervise the After School Program and the Early Childhood Development Center programs, to assure the consistent quality and age appropriate care to meet the varying needs of the children attending; ensure compliance with state and federal regulations, district policies and those required by licensing agencies; train, supervise, and evaluate the performance of assigned staff.

RESPONSIBILITIES:

- Responsible for the operation of the After School Program and the Early Childhood Development Center including the Preschool, Pre-Kindergarten, and School Age Programs.
- Establish and maintain a safe, creative, fun, inviting, and positive environment for all children attending After School Programs and the Early Childhood Development Center.
- Administer and supervise the After School Programs and the Early Childhood Development Center in accordance with school district policies and in compliance with State and federal regulations and those outlined by the licensing agency.
- Recruit, select, supervise, and evaluate staff for the After School Programs and the Early Childhood Development Center; schedule appropriate staffing to meet state guidelines and classroom ratios; supervise personnel to assure effective and smooth operation at program sites.
- Conduct regular staff meetings with all personnel; provide professional learning throughout the year.
- Create and maintain vendor relationships.
- Facilitate inclusive practices for special education students into the After School Programs.
- Serve as a resource in the identification, selection, and use of instructional materials, curriculum, and methodologies for an After School Program and Early Childhood Development Center; plan, organize, and implement the daily program for the children ensuring it is at the appropriate age and developmental level of each child.
- Create and maintain high levels of student, parent, and school satisfaction; 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.
- 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.
- Coordinate and implement ongoing registration for the programs.
- Represent the After School Program and the Early Childhood Development Center at community, regional, and state meetings as appropriate.
- Communicate district/site program information to stakeholders and promote the After School Programs and 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.
- Communicate with vendors to obtain pricing and other relevant information; cost-saving measures.

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Pending Board Approval

- Communicate, organize, manage and evaluate independent contractors and instructors for the enrichment program.
- In conjunction with the Director of Maintenance, Operations and Facilities, ensure that facilities for the After School Program and the Early Childhood Development Center are safe, clean, and attractive.
- Work cooperatively with district and site personnel.
- Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Basic needs and characteristics of children, grades preschool through 6th grade.
- Planning, organization, and direction of an after school and early childhood program.
- Proper evaluation methods.
- Marketing, public relations, and community outreach.
- Theories, research, and contemporary issues regarding preschool and elementary school age instructional practices and associated programs.
- Principles and methods of child development.
- Applicable laws, codes, regulations, policies and procedures, including:
 - California Administrative Code, Title 5
 - Title 22 Child Care Center Licensing regulations.
- District policies.
- Budget preparation and control.
- Principles and practices of management.
- Oral and written communication skills.
- Computer skills and software, including but not limited to: Microsoft Office, Excel, and Outlook.

ABILITY TO:

- Plan, organize and administer the operation of an after school program and early childhood center.
- Interpret, apply and explain rules, regulations, policies and procedures.
- Analyze situations accurately and adopt an effective course of action.
- Meet schedules and timelines.
- Prepare comprehensive narrative and statistical reports.
- Conduct effective program evaluations.
- Use interpersonal skills with kindness, tact, patience and courtesy.
- Direct, manage, train and evaluate personnel.
- Apply pertinent laws, regulations, principles, and District policy 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:

- Child Development Site Supervisor Permit or Child Development Program Director Permit issued by the State of California Commission on Teacher Credentialing.
- Bachelor's degree required, Master's degree preferred.
- Three years experience working with children in an organized setting.

LICENSES AND OTHER REQUIREMENTS:

- Valid California driver's license.
- Valid CPR and First Aid training for infants, children and adults 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 moderately 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 operate a computer keyboard and other office equipment.
- Reaching overhead, above the shoulders and horizontally to retrieve and store files.
- Hearing and speaking to exchange information in person or on the telephone and to make presentations.

HAZARDS:

- Exposure to communicable diseases.

TERMS OF EMPLOYMENT:

Twelve month work year; 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 on Range 5.