

# SAN DIEGO UNIFIED SCHOOL DISTRICT

## POSITION DESCRIPTION

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<b>TITLE:</b>	Administrator, Child Development Center	<b>REPORTS TO:</b>	Director, Child Development Programs
<b>DEPARTMENT:</b>	Early Childhood Education	<b>CLASSIFICATION:</b>	Certificated Management
<b>FLSA:</b>	Exempt	<b>SALARY GRADE:</b>	020 AASD
<b>REVISED:</b>	August 20, 2008		

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### **BASIC FUNCTION:**

Plan, organize, control and direct one or more centers with total responsibility to manage the affairs of the center within district policy and procedures; coordinate and evaluate the on-site program of pupil services; supervise and evaluate the performance of assigned personnel.

**REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principal job elements.)**

### ***E* = Essential Function**

Plan, organize, control and direct the program and operation of the center in accordance with district policy and state guidelines. *E*

Determine eligibility, priority for enrollment, and fees under State guidelines; supervise the collection of fees; maintain standards and prepares reports regarding facilities, fiscal matters, and program in compliance with local and State requirements. *E*

Supervise maintenance of fiscal, pupil personnel, attendance, and hourly accounting records; plan, supervise and direct the business operation of the center. *E*

Assign staff to groups of pupils in accordance with appropriate ratio regulations; assign pupils to encourage their optimum growth. *E*

Coordinate the operation of the center with the school principal and staff; provide leadership to the staff in assessing center and staff needs; develop long- and short-range plans for the center. *E*

Explain program to parents, staff, host school staff, and the community. *E*

Communicate with parents and guardians regarding the growth, development, and adjustment of their children. *E*

Develop procedures for the safety, discipline, and conduct of pupils and staff. *E*

Coordinate and evaluate the on-site program of pupil services, including guidance, counseling, health services, testing, and assessments. *E*

Coordinate, review, and evaluate the work of resource teachers assigned to assist teachers in the instructional program. *E*

Plan and conduct parent education meetings, organize and maintain a parent advisory group and encourage local representation on the Parent District Advisory Committee. *E*

Plan for the effective use of staff, curriculum materials, instructional supplies, equipment, building

facilities, and center grounds. *E*

Direct the preparation and maintenance of detailed records of department functions and activities. *E*

Provide on-going professional development, inservice and training in curriculum and preschool foundations in alignment with district goals. *E*

Train and evaluate the performance of assigned staff; develop work schedules; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions. *E*

Provide technical expertise, information and assistance to the Director regarding assigned functions; assist in the formulation and development of policies, procedures and programs; advise the Director of unusual trends or problems and recommend appropriate corrective action. *E*

Direct the preparation and maintenance of a variety of narrative and statistical reports, records and files related to assigned activities and personnel. *E*

Communicate with other administrators, personnel, parents and others to coordinate activities and programs, resolve issues and conflicts and exchange information; recommend policies and procedures to encourage effective and efficient management controls. *E*

Operate a computer and assigned software programs; operate other office equipment as assigned. *E*

Attend and conduct a variety of meetings as assigned; remain current on programs and issues that affect Early Childhood Education programs and services; present reports and initial findings to the Program Manager. *E*

Participate cooperatively with the Director and site administrators to develop the method by which performance will be evaluated in conformance with district guidelines. *E*

Perform related duties as assigned.

**EDUCATION AND EXPERIENCE:**

A combination equivalent to a bachelor's degree in child development, education or related field and two years of successful lead teacher or comparable experience in a child development program.

**LICENSES AND OTHER REQUIREMENTS:**

- A. A permit issued by the Commission on Teacher Credentialing authorizing supervision of a child care and development program operating in multiple sites; or
- B. Possession of a current credential issued by the Commission of Teacher Credentialing authorizing teaching service in elementary school or a single subject credential in home economics and
  1. Six units in administration and supervision of early childhood education and/or child development and
  2. Twelve units in early childhood education and/or child development or at least two years experience in early childhood education or a child care and development program; or
- C. An Administrative Services Credential.  
Valid California driver's license.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

- Organizational development principles and practices.
- Planning, organization and direction of procedural guidelines and Early Childhood Education programs.
- Applicable District procedures and State rules and regulations related to children's center operations.
- Budget preparation and control.
- Principles and practices of administration, supervision and training.
- Applicable laws, codes, regulations, policies and procedures.
- Interpersonal skills using tact, patience and courtesy.
- Operation of a computer and assigned software

**ABILITY TO:**

- Provide leadership and direction in assigned functions.
- Plan, organize and administer the Early Childhood Education program and activities for the District.
- Train and evaluate the performance of assigned staff.
- Maintain current knowledge of applicable provisions of applicable federal, State and District laws, rules and regulations.
- Communicate effectively both orally and in writing.
- Interpret, apply and explain rules, regulations, policies and procedures.
- Establish and maintain cooperative and effective working relationships with others.
- Operate a computer and assigned office equipment.
- Meet schedules and time lines.
- Plan and organize work.
- Prepare comprehensive narrative and statistical reports.
- Direct the maintenance of a variety of reports and files related to assigned activities.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

- Office environment.

**PHYSICAL ABILITIES:**

Hearing and speaking to exchange; seeing to read, prepare, and proofread documents; sitting for extended periods of time; dexterity of hands and fingers to operate a computer keyboard and other office equipment; kneeling, bending at the waist, and reaching overhead, above the shoulders and horizontally, to retrieve and store files and supplies; lifting light objects.

Job Code 1391

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