

**OFFICE OF MARY C. BARLOW  
KERN COUNTY SUPERINTENDENT OF SCHOOLS**

**DIRECTOR II - EARLY CHILDHOOD EDUCATION SERVICES  
(CHILD DEVELOPMENT SERVICES)**

Certificated Job Description

**IMMEDIATE SUPERVISOR:**

Administrator of Child Development and Family Services

**ESSENTIAL FUNCTIONS:**

1. Provide management and leadership for KCSOS early childhood education programs and Child Development Centers.
2. Manage the implementation of early education services, including budget preparation and budget control, oversight of purchasing, inventory, and distribution.
3. Coordinate certificated and classified personnel services for early childhood education programs, to include recruitment, selection, and assignment of personnel.
4. Supervise and evaluate early childhood education staff, including but not limited to: the Program Directors, Site Supervisor II's, nurse, Secretary II and Account Clerk III.
5. Responsible for resource development efforts, including grantwriting, special events, work with Child Development Center parent groups and other fundraising.
6. Responsible for meeting all requirements of and working with Community Care Licensing for new and existing centers.
7. Responsible for overall management supervision, and operation of multiple Child Development Centers and programs.
8. Responsible for submission of all required paperwork and documentation, compliance with regulations, and communications with a variety of oversight agencies and community partners.
9. Coordinate and monitor work completed by maintenance and operations personnel.
10. Oversee instruction and curriculum services for early care and education programs.
11. Provide technical assistance to districts and community partners administering child development/early education childhood programs.
12. Provide community outreach and advocacy on behalf of Kern's early care and education services.
13. Serve as Executive Director of the Kern Child Development Foundation.
14. Advise staff members in designing and implementing their career/professional development plans.

15. Responsible for ensuring positive communication with children, parents, staff and the community-at-large and actively develops reciprocal relationships with parents, staff and community.
16. Work with staff to address conflicts and other issues in a professional and proactive manner.
17. Responsible for articulating KCSOS early care and education philosophies, goals and objectives to the general public and our stakeholders.
18. Follow procedures for Child Abuse reporting and understands the responsibility for action, as mandated by law.
19. Attend appropriate center, committee, in-service, parent and community meetings.
20. Responsible for staff in-services and provides program orientation to parents, volunteers, substitutes and staff.
21. Maintain confidentiality and ensure integrity in all early care and education programs.
22. Responsible for excellent time management, including meeting deadlines and accurately preparing and submitting required records and reports to effectively meet the goals of the program.
23. Perform other related duties, as assigned.

**MINIMUM QUALIFICATIONS:**

A. Personal Qualifications:

1. Possess passion and dedication to early care and education services in Kern County.
2. Able to work professionally and collaboratively with people of all cultures and work styles.
3. Possess adequate physical health and a pleasant demeanor, appropriate to the job responsibilities.
4. Present himself or herself favorably, both in personality and physical appearance.
5. Must possess a private vehicle, valid California driver's license and carry current automobile insurance with at least minimum coverage for public liability and property damage.
6. Fingerprint clearance by both the Federal Bureau of Investigation and the California Department of Justice is a condition of appointment after all other required job conditions have been met.

B. Professional Qualifications:

1. Obtain, read and understand the program philosophy, the personnel handbooks, job descriptions and other related materials covering all KCSOS early care and education services.

2. Demonstrate knowledge of and willingness to stay abreast of current trends, innovations, and best practices in education and management.
3. Promote advocacy for the children and families we serve so that the best interests of children are kept at the forefront at all times.
4. Accepts and values cultural, ethnic and linguistic diversity of participating families and staff.
5. Is involved in activities of a related professional organization.
6. Has completed pediatric CPR and First Aid training through an accredited or approved program and holds a current pediatric CPR and first aid certificate.
7. Is able to provide leadership to committees, workshops, and various types of group meetings, and in representing the Kern County Superintendent of Schools at the local and statewide levels.
8. Must present verification of completion of Child Abuse Mandated Reporter training or obtain verification within six (6) weeks of hire and annually thereafter, as required by the California Child Abuse and Neglect Reporting Act.

#### **TRAINING AND/OR CREDENTIALS**

A. Education:

1. Master's degree in Early Childhood Education required.
2. Must hold a Program Director Permit.

B. Experience:

1. Successful experience in classroom teaching of young children.
2. Successful experience in supervising personnel, including aides, teachers, and support staff.
3. Successful experience in coordinating and working directly with parent groups and community agencies.
4. Experience in project and budget planning and managing for multiple child development programs, including but not limited to state preschool, general child development, federal center child development, and employer sponsored programs.

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