



PROGRAM DIRECTOR – CHILD DEVELOPMENT

Certificated Job Description

IMMEDIATE SUPERVISOR:

Supervision and evaluation by Director of Child Development Services

ESSENTIAL FUNCTIONS:

1. Shall be responsible for the supervision and operation of multiple child development centers, compliance with regulations, and for communications with the licensing agency.
2. Shall have the authority to acknowledge receipt of deficiency notices and to correct deficiencies that constitute immediate threats to children's health and safety.
3. Shall be aware of the Center's total enrollment.
4. Understand philosophy of program and can articulate its goals and objectives to others.
5. Know objectives of program; coordinate planning of age appropriate activities in component areas of educational development: cognitive, physical, social, creative, health and nutrition education as well as parent involvement.
6. Maintain a stable emotional climate and sufficient control to ensure the well-being of children and staff members.
7. Use respect and sensitivity at all times when communicating with children, both verbally and nonverbally.
8. Develop and implement conflict management and problem solving strategies with children.
9. Accept the child's current method and level of communication while supporting growth and development of language.
10. Listen to children, and respond to their language/communication.
11. Participate in evaluation and supervision activities.
12. Facilitate parent conferences concerning progress of children.
13. Understand and implement all regulations related to maintaining a safe, healthy and comfortable environment.
14. Ensure accepted standards of cleanliness and sanitation of program facilities.
15. Develop and ensure appropriate food handling procedures.

16. Carry out authorized emergency and safety procedures, and understand and use universal health procedures.
17. Coordinate articulation with school districts and other child development agencies.
18. Follow procedures for Child Abuse reporting, and understand the responsibility for action, as mandated by law.
19. Develop a plan for professional development that reflects regulatory, personal and professional needs and interests.
20. Plan and participate in on-site and off-site learning opportunities in accordance with a professional developmental plan.
21. Plan, attend and participate in scheduled center, committee, inservice, and parent education meetings.
22. Project a positive attitude about the agency to the community.
23. Communicate positively and actively develop reciprocal relationships with parents, staff, and community.
24. Oversee planning of inservice and provide program orientation to parents, volunteers, substitutes and/or student teachers.
25. Assist staff with parent education, techniques to use for reinforcing school activities at home, and provide information about community resources to parents and staff.
26. Articulate referral policies and procedures to staff.
27. Maintain confidentiality regarding all personal information regarding the children, and families.
28. Ensure accurate eligibility and attendance recording of children and/or families.
29. Order supplies and instructional materials.
30. Maintain inventory of equipment and supplies and ensure that they are available and in good repair.
31. Cooperate with community agencies in providing needed services for children and their families.
32. Ensure that all fire and other emergency drills occur on a regular basis.
33. Organize tasks, meet deadlines, accurately prepare and submit required records and reports, manage time to effectively meet the goals of the program.
34. Supervise aide, assistant, associate, Teacher, Master Teacher, Site Supervisor I & II. May also serve as coordinator of curriculum and staff development.
35. Maintain confidential supervisory relationship with staff including evaluations.
36. Participate in student and volunteer evaluation in a constructive way, including as a liaison with the agency and teaching staff.

37. Serve as an advisor to staff members in designing and implementing their career/professional development plan.

38. Perform other related duties, as assigned.

MINIMUM QUALIFICATIONS:

A. Personal Qualifications:

1. Demonstrate an appreciation of young children.
2. Exhibit a cheerful personality, self-confidence and patience.
3. Possess imagination and creativity.
4. Adapt to change, is open, flexible and willing to learn.
5. Able to work constructively with people of all cultures.
6. Able to lift 50 pounds, move quickly, bend, squat, kneel, and sit on floor; communicate clearly; hear clearly; see clearly; reach overhead.
7. 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.
8. 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 handbook, job descriptions and other related materials covering all positions at the center including his/her own.
2. Promote advocacy for children and families.
3. Accept and values cultural, ethnic and linguistic diversity of participating families and staff.
4. Exhibit pride and enthusiasm in their profession and is committed to continuing professional growth.
5. Is involved in activities of a professional organization
6. Must have completed pediatric CPR and first aid training through an accredited or approved program and hold a current pediatric CPR and first aid certificate.
7. Must demonstrate leadership and supervisory skills.
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. Must hold Program Director Permit.
2. Bachelor's degree with 24 Early Childhood Education (ECE)/Child Development (CD) units including core courses, plus six (6) units administration, two (2) units adult supervision, and three (3) units of infant care.
3. *Alternative Qualifications:* Teaching or Administrative credential with 12 units of Early Childhood Education (ECE) (Core courses), plus three (3) units supervised field experience in Early Childhood Education (ECE) setting.

B. Experience:

1. 350 days of three (3) plus hours per day within four (4) years, including at least 100 days of supervising adults and one program year of site supervisor experience.

C. Five Year Renewal Requirement:

1. 105 hours of professional growth.

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9/23/15
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