

**SACRAMENTO CITY UNIFIED SCHOOL DISTRICT  
Position Description**

<b>TITLE:</b>	Director, Child Development	<b>CLASSIFICATION:</b>	Non-Represented Management, Certificated
<b>SERIES:</b>	Director III	<b>FLSA:</b>	Exempt
<b>JOB CLASS CODE:</b>	1919	<b>WORK YEAR:</b>	12 Months
<b>DEPARTMENT:</b>	Child Development	<b>SALARY:</b>	Range 19 Salary Schedule A
<b>REPORTS TO:</b>	Chief Academic Officer	<b>BOARD APPROVAL:</b>	06-19-00
		<b>BOARD REVISION:</b>	07-29-04
		<b>HR APPROVAL:</b>	05-27-10
		<b>HR REVISION:</b>	06-01-11; 06-01-15

**BASIC FUNCTION:**

Plan, organize, control, and provide administrative and instructional leadership for Child Development, including the District's Children's Centers, before and after school childcare, Head Start Program, and State Preschool Program; provide support to center administrators and staff.

**REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below [E]. 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 principle job elements.)**

Plan, organize, control, and provide administrative and instructional leadership for Child Development, including the District's Children's Centers, before and after school childcare, Head Start Program, and State Preschool Program; provide support to center administrators and staff. **E**

Provide instructional leadership to staff by visiting and observing programs in action, and conduct regular individual and staff meetings. **E**

Coordinate and/or facilitate site-based professional learning addressing both cognitive and social emotional development, progress monitoring assistance and student data analysis regarding each program in an effort to generate improvement in instruction and student performance. **E**

Model exemplary practices in mathematics and literacy instruction, assessment as well as use of the data-inquiry methodology to improve instruction and increase student learning. **E**

Collaborate with principals, administrators, and staff to create and/or strengthen a vertical articulation program between preschool and kindergarten endeavoring to meet the needs of our students. **E**

Expand one's own repertoire of effective instruction based on deep exploration of standards, curriculum, and assessment combined with classroom experience, reflection, and feedback. **E**

Facilitate the dissemination of best practices of curriculum development and instructional methodology regarding differentiation to all of the programs in the District. **E**

Direct, supervise, and evaluate the planning and implementation of the instructional program and child care; provide assistance to the staff in their understanding of District curriculum and State frameworks. **E**

Supervise and evaluate the performance of assigned staff; interview and select employees, and recommend transfers, reassignment, termination, and disciplinary actions; plan, coordinate, and arrange for appropriate training of assigned staff. **E**

Meet with staff, students, and parents regarding concerns which cannot be resolved effectively by the appropriate on-site staff. **E**

Assume responsibility for all matters pertaining to compliance with staffing and licensing requirements, funding terms, and regulations within the department; participate in the planning, design, and remodel of program sites; monitor building and site needs for State preschools. **E**

Serve as liaison for the District with the City of Sacramento, State Department of Education, and other allied school-community groups and organizations. **E**

Establish and maintain relations/membership with local, State, and Federal agencies and associations to remain current on programs and issues that affect the District child development and State preschool programs and services. **E**

Initiate and encourage innovations to meet shifts and changes in the needs of the children and their families. **E**

Communicate with other administrators, personnel, and outside organizations to develop, implement, and coordinate activities and programs, resolve issues and conflicts, and exchange information; develop policies and procedures to encourage effective and efficient management controls. **E**

Develop and implement long and short-term plans and activities designed to enhance assigned programs and services, and assure an efficient, safe, and economical work environment. **E**

Direct the preparation and maintenance of a variety of narrative and statistical reports, records, and files related to assigned duties and personnel; prepare and submit applications, contracts, and reports to funding agencies; operate a computer to input data and generate reports. **E**

Develop and administer the annual budget consisting of multiple funding sources and braided funding; analyze and review budgetary and financial data; monitor and authorize expenditures in accordance with established guidelines. **E**

Maintain current knowledge of State and Federal legislation and regulations related to child development programs, requirements, and guidelines; attend conferences, read journals/papers, take courses, and attend workshops to remain current concerning trends in the child development field. **E**

Collaborate with other departments within the Academic Office to provide technical assistance and support for the development and/or implementation of District programs, practices, and processes. **E**

Lead with school improvement initiatives that close student achievement gaps between racial, ethnic, and economic groups by working with all of the diverse communities. **E**

Perform related duties as assigned.

#### **TRAINING, EDUCATION, AND EXPERIENCE:**

Any combination equivalent to: master's degree with a major in early childhood education, parent education, or a related field, and five years management experience including five years in early childhood education.

#### **LICENSES AND OTHER REQUIREMENTS:**

Valid California driver's license, provide personal automobile, Administrative Services Credential.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

- Planning, organization, and direction of procedural guidelines related to child development programs and state preschool requirements.
- California State Frameworks, standards, and curriculum trends.
- Federal Performance Standards
- Budget preparation and control.
- Urban school districts and diverse student populations.
- Technical aspects of field of specialty.
- Current applicable laws, codes, regulations, policies, and procedures.
- Interpersonal skills using tact, patience, and courtesy.
- Effective oral and written communication skills.
- School district organization, operations, policies, and procedures.
- Principles and practices of effective supervision and personnel management.
- Operation of a computer and related software.

**ABILITY TO:**

- Plan, organize, control, and provide administrative and instructional leadership for Child Development.
- Provide support to center administrators and staff.
- Maintain liaison with other child development agencies and organizations.
- Prepare comprehensive narrative and statistical reports.
- Work with diverse communities and school groups.
- Communicate effectively both orally and in writing; prepare and deliver oral presentations.
- Read, interpret, apply, and explain rules, regulations, policies, and procedures.
- Analyze situations accurately, and adopt an effective course of action.
- Plan and organize work; meet schedules and timelines.
- Establish and maintain effective working relationship with staff, parents, and public.
- Operate a computer to enter data, maintain records, and generate reports.
- Supervise and evaluate the performance of assigned staff.
- Meet District standards of professional conduct as outlined in Board Policy.

**WORKING CONDITIONS:**

**SAMPLE ENVIRONMENT:**

Office environment; driving a vehicle to conduct work.

**SAMPLE PHYSICAL ABILITIES:**

Hearing and speaking to make presentations, and exchange information in person and on the telephone; dexterity of hands and fingers to operate a computer keyboard; seeing to read and prepare documents and reports, and view computer monitors; sitting or standing for extended periods of time; kneeling, bending at the waist, and reaching overhead, above the shoulders, and horizontally; lifting light objects.

**HEALTH BENEFITS:** District pays a portion of the employee’s health benefits through District-offered plans.

**APPROVALS:**

Cancy McArn, Chief Human Resources Officer	Date
José L. Banda, Superintendent	Date