

CHINO VALLEY UNIFIED SCHOOL DISTRICT
Position Description

TITLE:	Child Development Coordinator	REPORTS:	Director, Health Services/ Child Development
DEPARTMENT:	Health Services/ Child Development	CLASSIFICATION:	Management
FLSA:	Exempt	WORK YEAR:	226 (Certificated), 261 (Classified)
ISSUED:	12/12/1996	SALARY:	Range 23 (Certificated), Range 31B (Classified)

BASIC FUNCTION:

Under the supervision of the Director of Health Services/Child Development, coordinate the overall administration of all District Child Development programs; develop and implement Child Development policies/procedures; provide leadership in program quality and direct plan for program improvements; supervise the registration and billing of Child Care accounts; develop and monitor Child Development budgets; perform evaluations of employees; collaborate with school site administrators regarding the preschool and child development centers housed at each school site; visit program sites and provide technical assistance and support to improve program quality; guide program staff on matters related to special needs students and student discipline through behavior support plans; supervise all District-operated Child Care programs and other related duties as needed.

REPRESENTATIVE DUTIES:

Duties may include, but are not limited to, the following:

1. Directs and supervises District Child Development Office operations; maintains daily contact with childcare sites, and provides direction for proper center operation. **(E)**
2. Prepares and manages all Child Development budgets. **(E)**
3. Supervises registration, billing, and receipt of all revenue; manages enrollment and capacity for all centers; develops marketing strategy to build/maintain customer base. **(E)**
4. Participates in professional and community activities and organizations related to Child Development, and promotes District Child Development programs within the District school sites and the community. **(E)**
5. Works collaboratively with site staff and parents to resolve conflicts and develop behavior plans; investigates and handles complaints, and consults with District staff as warranted to develop corrective plans of action. **(E)**
6. Provides professional leadership and support to site staff; organizes professional development activities for all Child Development employees. **(E)**
7. Manages staff-to-student ratios at childcare sites.

8. Performs a variety of personnel functions including interviewing and selection of prospective employees, supervision and evaluation of assigned classified and certificated personnel, if in possession of a valid California administrative credential, in accordance with the district's adopted uniform guidelines for evaluation and assessment, and conducts orientation of new staff. **(E)**
9. Collaborates with site staff to assess program quality and implement current Child Development quality standards using research-based practices.
10. Collaborates with site staff to plan and conduct parent meetings; establishes and facilitates Parent Advisory Committee; facilitates monthly teacher meetings. **(E)**
11. Coordinates with site staff the purchase and distribution of instructional materials, curriculum, custodial supplies, and equipment; oversees maintenance and upkeep of facilities and equipment. **(E)**
12. Coordinates the development of new Child Development programs; actively identifies and pursues alternative means of funding to support grant-funded programs; works collaboratively with Director of Health Services/Child Development to identify program direction and goals. **(E)**
13. Maintains most current knowledge and understanding of California state preschool requirements, as well as licensing requirements, Title 5, Title 22, and District, state, and federal guidelines for child care and development programs; supervises programs for compliance with applicable District, state and federal regulations. **(E)**
14. Prepares and monitors state reports for subsidized programs and actively oversees all audits for the programs. **(E)**
15. Collaborates with After School Education and Safety program (ASES) to ensure meeting all state requirements and conducts evaluations of all sites to be in compliance. **(E)**
16. Monitors performance and procedural compliance at all assigned programs with a focus on performance compliance and quality standards; visits program sites and provides technical assistance and support to improve program quality. **(E)**
17. Communicates actively with human resources to facilitate human relation strategies, procedures and techniques within the child development program. **(E)**
18. Collaborates with school site administrators regarding the preschool and childcare programs housed at each school site. **(E)**
19. Organizes and participates in activities with the parent/guardian advisory council for subsidized programs. **(E)**
20. Guides program staff on matters related to special needs students and student discipline through behavior support plans. **(E)**
21. Performs other related duties as assigned. **(E)**

(E) = Essential Functions

EDUCATION, EXPERIENCE, LICENSES, AND OTHER REQUIREMENTS:

Three years of increasingly responsible experience in the field of child care, child care management, or business management; experience in the school district setting of these fields desirable.

Bachelor's Degree in Education, Child Development, or Business Administration desirable. Administrative experience desirable. Increasingly responsible work experience in the Child Development or Business Administration field may be substituted for formal education.

Credential/experience: either of the following:

- a) Child development program directors permit: a minimum of two (2) years of successful supervisory experience as a site supervisor in a child development program, licensed child care center, preschool, or elementary school, and a minimum of three (3) years of successful full-time service as a preschool/k-6 teacher with supervision experience.
- b) Administrative credential/certificate of eligibility (if evaluating certificated staff): a minimum of five (5) years of successful administrative and/or teaching experience in a school/district with a licensed preschool and/or child care center. Preschool and/or k-6 teaching/supervision experience preferred.
- c) Preferred: master's degree
- d) Desirable: administrative services credential or willing to obtain within two (2) years.

KNOWLEDGE AND ABILITIES:

Knowledge of:

- Leadership practices and principles;
- Accounting principles and budgeting;
- Computer applications including Word, Excel, MS Windows, and Graphics;
- Child Development principles, laws, and regulations; AND
- Pre-K to 6th grade curriculum/instruction.

Ability to:

- Assess the performance of others;
- Operate a variety of computer and standard office equipment;
- Plan, develop, and monitor activities with good organizational skills and flexibility;
- Communicate effectively both orally and in writing;
- Demonstrate a positive attitude, effective leadership and mediation skills, and strong interpersonal and conflict resolution skills; AND
- Establish and maintain cooperative and effective relationships with those contacted in the course of the work day.

WORKING CONDITIONS:

- Complex office environment;
- Subject to frequent interruptions and continual deadlines; AND
- Interaction with multiple District staff members, parents, community and professional organizations, and local businesses.

PHYSICAL DEMANDS:

- Dexterity of hands and fingers to operate computer and standard office equipment;
- Bending at waist and reaching overhead and above shoulders to retrieve and maintain files and records;
- Lifting and moving files, records, and other light objects;
- Sitting for extended periods of time;
- Hearing and speaking to exchange information in person and on the telephone; AND
- Seeing to read and prepare documents.

HAZARDS:

- Extended viewing of computer monitor;
- May be exposed to contact with hostile or abusive individuals; AND
- Working around and with machinery having moving parts.

I have read the above position description and fully understand the requirements set forth therein. I hereby accept the position of Child Development Coordinator and agree to abide by the requirements and duties set forth. I will perform all duties and responsibilities to the best of my ability.

(SIGNATURE OF EMPLOYEE)

(DATE)

In compliance with the Americans with Disabilities Act, the Chino Valley Unified School District will provide reasonable accommodations to qualified individuals with disabilities, and encourages both prospective and current employees to discuss potential accommodations with the division of Human Resources.

Board Approved: 12/12/1996
Revised: 05/23/2002
Revised: 01/19/2006
Revised: 11/18/2021