

CHILD DEVELOPMENT COORDINATOR

DEFINITION

Under the supervision of the Director of Health/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; supervise all District-operated Child Care programs and other related duties as needed.

OCCUPATIONAL GROUP

Classified (Management)

EXAMPLES OF 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 staff, and 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/Child Development to identify program direction and goals. **(E)**
13. Maintains most current knowledge and understanding of 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. Performs other related duties as assigned.

(E) = Essential Functions

MINIMUM REQUIREMENTS

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;
- 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;
- Establish and maintain cooperative and effective relationships with those contacted in the course of the work day.

EXPERIENCE

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.

EDUCATION

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.

WORKING CONDITIONS

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

PHYSICAL ABILITIES

- 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;
- Seeing to read and prepare documents.

HAZARDS

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

Approved: 12/12/96
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