



RIALTO UNIFIED SCHOOL DISTRICT

DIRECTOR CHILD DEVELOPMENT Management Job Description

DEFINITION

Under the direction of the Associate Superintendent of Educational Services provides leadership, administrative, and management expertise within the Educational Services Division regarding Early Childhood Education.

ESSENTIAL DUTIES

- Provide administrative leadership in the development and implementation of quality early childhood programs provided by the Rialto Unified School District for children ages birth to kindergarten.
- Develop and manage funding for all child development programs and ensure all required fiscal reporting is completed within required timeframes.
- Communicate with various departments and associate superintendents regarding programmatic and fiscal needs.
- Interview, recommend, supervise and evaluate certificated and classified staff and apprentices.
- Maintain all programs in compliance with Title 22 and Title 5 requirements.
- Create a plan for the collection and analysis of assessment data from the Desired Results Development Profile for preschool which adheres to state guidelines and ensures data is used in the skillful implementation of classroom instruction and student activities.
- Annually develop a plan for staff development to ensure the implementation of quality early childhood programs and to address staff needs.
- Annually develop Parent Advisory Committee to build relationship with preschool parents and ensure their active involvement with preschool program.
- Annually develop Self Evaluation Plan which creates department focus based on student assessment data, Early Childhood Environment Rating Scale and Parent Survey results and staff reflections.
- Ensure vertical articulation between preschool, transitional kindergarten and kindergarten programs.
- Worked with various district departments to ensure classrooms and facilities are well maintained and safe.
- Maintain liaison responsibilities with appropriate private and public agencies and community organizations.
- Remain current on issues and trends in early childhood education.

QUALIFICATIONS

Knowledge of:

State and federal guidelines for the child development program.

Ability to:

- Demonstrate thorough working knowledge of effective leadership and administrative practices, techniques and principles.
- Thorough working knowledge of Early Childhood Education and developmentally appropriate practices.
- Knowledge of program design, assessment and evaluation procedures.
- Ability to plan, implement, and administer activities and procedures designed to ensure the District's early childhood programs will adhere to standards of high quality.
- Ability to communicate effectively orally and in writing.
- Successful experience evaluating and managing certificated and classified staff.
- Successful management of budgets over \$3,000,000.

Experience and Education:

- An earned master's degree from an accredited college or university.
- A bachelor's or master's degree specializing in early childhood education.
- Possession of a valid California teaching credential and a valid California administrative credential K-12.
- Possession of EL Authorization or equivalent.
- TB Skin Test as required by state law.
- Minimum 2 years successful full time experience teaching in the early childhood age groups.
- Minimum 2 years successful full time service in an administrative or supervisory position in public schools.
- Must meet Title 22 requirements for Pre-School Director
- Completion of 3 semester units of approved infant toddler coursework is desired.

PHYSICAL DEMANDS**Work area requirements:**

Office area, regular classroom, on the playground, parking lot, bus stop areas and possibly field trips.

Ability to use common school hand tools, computer, telephone, fax, and photocopy equipment.

Ability to traverse any part of a 10-50 acre campus which would include asphalt, sidewalks, grass on playgrounds, dirt, and/or bus areas.

Physical requirements:

The time requirements are listed considering this wording and meaning:

Occasionally/low - up to 3 hours, Frequently/Medium - 3 to 6 hours, Constantly/High - 6 to 8 hours

Stooping:	Low	Carrying:	Occasionally
Bending:	Frequently	Standing:	Occasionally
Lifting:	Occasionally	Kneeling:	Low
Reaching:	Occasionally	Sitting:	Occasionally
Handling:	Constantly	*Driving:	Occasionally
Grasping:	Occasionally	Walking:	Constantly
Fingering:	Occasionally	Push/Pull:	Occasionally
Keyboarding:	Medium - must be literate		

****Verification of the possession of a valid California Motor Vehicle Operator's License, a DMV printout and insurability by the District's liability insurance carrier is required.***

Frequent motion:

Twisting:	Low	Elbow flexion/extension:	Frequently
Wrist flexion:	Frequently	Reaching to shoulder level:	Occasionally
Reaching to above shoulder level:	Occasionally	Reaching below shoulder level:	Frequently
Forward shoulder/neck flexion:	Occasionally - 3 hours per day		

Sensory requirements:

Ability to smell:	Constantly	Ability to hear:	Constantly
Ability to touch:	Constantly	Ability to see:	Constantly

This job requires:

Alertness:	Yes	Attention to detail:	Yes
The use of two hands:	Yes	Recall of names and dates:	Yes

Ability to work in temperatures down to 40 degrees and up to 110 degrees.

Must be able to deal with these environmental considerations:

Heat:	Has own heat and air conditioning controls	Odor:	Usually not an issue
Humidity:	In an indoor elementary school	Noise:	Active noise
Moisture:	In an indoor elementary school	Fluorescent lights:	Yes
Working inside:	75% of the day	Working outside:	25% of the day
Floor may be slippery at times:	Yes	Working in close quarters with others:	Yes, all day long.

Ability to deal with psychological factors:

Team work:	Yes	Able to work overtime as needed:	Occasional
Frustration:	Medium	Must keep up with work schedule:	High
Repetitive tasks:	Yes, all day long	Vary activities:	Yes
Go from one activity to another to another:	Yes	Level of responsibility:	High
Dealing with parents/teachers/students/administrators:	Daily	Must be able to keep on a stringent time frame:	Yes
Be able to keep the interest of the child:	Yes		

Physiologic factors:

Must maintain a high level of consciousness:	Yes	Orientation to time, place or person:	Yes
Ability to read at 12 th grade level:	Yes	Ability to comprehend and follow directions:	Yes
Able to keep up a high activity level during the shift:	Yes		