

## EARLY CHILDHOOD SITE DIRECTOR

### Job Summary:

Under general direction of the Human Services Manager, plans, organizes, and supervises classroom and recreational activities for pre-school age and school-age children; supervises full-time and part-time instructors and support staff of early childhood sites; ensures that state licensing requirements are in compliance and enforced. The Site Director is responsible for the academic, social-emotional growth and development of all children in the program (may include preschool age and/or Pre-K children); and develops partnerships with parent/children's caregivers to engage and encourage parent participation. The Site Director is also responsible for implementing City of Carson policies and procedures, assuring compliance with codes of all State and local governing contracting agencies, and performing related duties as required.

In addition, the need for a technology savvy individual is paramount to the future success of the department with the implementation of the Tyler Munis system, Social Media, Legistar, Req-Pro, Active Net, a comprehensive innovative marketing campaign that will give the department the ability to increase programming participation, accessibility to and awareness of the many services and programs available to the city of Carson community. **NEW**

### Essential Duties and Responsibilities:

1. Plans, organizes, and supervises classroom and recreational activities for PTA-school programs and/or school-age programs.
2. Prepares reports concerning public response to existing programs, including information regarding attendance, schedules, expenditures, and utilization of supplies and equipment.
3. Recommends and oversees new childcare programs, field trips, or learning programs.
4. Enforces rules and regulations of the City of Carson and State Licensing Agencies to ensure the safety and welfare of children, parents, and employees.
5. Assists in budget preparation and monitors program budget expenditures monitor ongoing staffing costs.
6. Drafts promotional materials, correspondence, and state-mandated reports.
7. Assist in the selection, training, and supervising of class instructors, assistants, recruits, parents, and adult volunteers.
8. Consults and provides information to administration, City staff and parents.
9. Serves as a contact person with the State Licensing Agency and assists with responding to all requests for information and inspections.
10. Serves as a classroom instructor on an as-needed basis.
11. Performs related duties as required.

### Administrative Responsibilities:

12. Performs all work in accordance with established State of California Title 22 Licensing requirements, Title 5 regulations, abide by State mandates, CAL OSHA Guidelines (SB 198) Plan, and EOC's policies and procedures.
13. Maintain organization of the center (purchasing supplies and equipment, keeping accurate inventory, and maintain effective systems).
14. Carry out registration/certification of children and families and collect monthly fees from subsidized and un-subsidized funding sources parents.
15. Comply with center's budget (spending within established limits, monitoring ongoing staffing costs, collection of fees as appropriate, etc.).
15. Maintain site personnel files for compliance with Community Care Licensing Regulations.

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16. Maintain safe and healthy outdoor and indoor environments in accordance with Community Care Licensing regulations, and Cal OSHA guidelines (SB 198)
17. Maintains various personnel records and files containing confidential information and materials.

### **Qualification Guidelines:**

#### **Curriculum/Health, Safety and Nutrition**

18. Maintain ongoing accident/incident prevention and playground safety programs.
- ~~19. Implement food service program according to nutritional and food-handling guidelines put forth by the Child Care Food Program, and California Retail Food Facilities Law.~~
- ~~20. Implement center's emergency evacuation plan.~~
18. Ensure that all staff follows the mandate to report suspected child abuse.

### **License, Education and/or Experience:**

The requirements listed below are representative of the skill, and /ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- ~~1. High school graduation or GED, successful completion of 15 semester units or quarter units in early childhood education (three semester units or equivalent must be in administration or staff relations and 12 semester units or equivalent shall include courses which cover the general areas of child growth and development or human growth and development; and child, family, and community or child and family) and four years teaching experience in a licensed day care center; OR~~
- ~~2. Associate of Arts degree in Early Childhood Education or Child Development which must include three semester units or equivalent in administration or staff relations and two years teaching experience in a licensed day care center; OR~~
- 3.1. A Bachelor's degree in Early Childhood Education or Development which must include three semester units or equivalent in administration or staff relations and four years teaching experience in a licensed daycare center.**
- 4.2. Completion of six additional semester units of course work in Administration and Supervision of Child Care and Development program.**
- 5.3. Completion of two additional semester units in Adult Supervision course work.**
- 6.4. Completion of one year of site supervisor experience.**
- ~~7.5. Valid State of California Child Development Site Supervisor Program Director Permit (required).~~
- 6. Possession of valid California Class C driver's license and adequate minimum automobile insurance.**

### **Knowledge of:**

- Methods and techniques of developing and organizing early childhood and/or school- age educational and developmental activities and programs.
- Rules, practices, and equipment used in specialized early childhood activities.
- State day care licensing regulations.
- Current concepts and best practices used in early childhood education.
- Methods of observing, evaluating and recording child behavior.
- Applicable laws, codes, regulations policies and procedures.
- Principles of supervision and training.
- City organization, operations, policies, and objectives.
- General recordkeeping practices.
- Basic budgeting practices and procedures.
- Basic purchasing practices.
- Personal computer software and hardware.

- Office practices and procedures.
- Effective methods of report presentation.
- Working knowledge of child development and developmentally appropriate practices and State of California Title 22 regulations.

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#### **Skill and/or Ability to:**

- Initiate specialized preschool and/or school-age educational and developmental activities.
- Interact with children and families in a manner characterized by warmth, personal respect, individuality, support and responsiveness.
- Apply CPR and first aid for children.
- Effectively communicate orally and in writing.
- Develop promotional strategies, techniques, and materials used in attracting clients.
- Work with children ages 3 to 5 years.
- Establish and maintain effective working relationships.
- Train, supervise, and evaluate staff.
- Identify and analyze problems and take effective corrective action.
- Maintain accurate records and prepare clear and concise reports.
- Utilize computer software programs including, but not limited to: RecPro, Microsoft Office Suite, ACTIVE Net, Word, Excel, Outlook, PowerPoint, Explorer, Legistar and Tyler Munis (preferred) Software.
- Ensure implementation of Department Blue Print, a Purpose-Driven Program (P-D-P) method of planning, implementing, and evaluating events/programs.

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#### **License and Certificates:**

Possession of valid California Class C driver's license. Employees in this classification will be enrolled in the Department of Motor Vehicles (DMV) Government Employer Policy (GEP) Program which confirms possession of a valid driver's license and reflects driving record. Possession of valid Red Cross Standard Certificates in Child Care, First Aid and child CPR required at the time of application. Verification of a negative TB test or chest x-ray. Must pass fingerprint clearance test for all appropriate agencies (FBI, Department of Justice, Child Abuse Index Services, etc.).

#### **Physical Requirements and Working Conditions:**

Employee accommodations for physical or mental disabilities will be considered on a case-by-case basis. Positions in this class normally require:

- Require vision (which may be corrected) to read small print.
- The mobility to stand, stoop, reach, and bend.
- Mobility of arms to teach and dexterity of hands to grasp and manipulate small objects.
- Perform lifting, pushing and/or pulling which does not exceed 50 pounds.
- Require the ability to stand for long periods.
- May be required to travel within and out of City boundaries for educational and enrichment excursions and/or meetings.
- Operate a personal computer and other office equipment.
- Is subject to inside and outside environmental conditions.
- May be required to use City and/or personal vehicle in the course of employment.
- May be required to attend periodic evening meetings.
- Maintain confidential information as it pertains to the job.