

EARLY CHILDHOOD 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. Supports the academic development of all children in the program. Implements City of Carson policies and procedures, assures compliance with State and local governing codes for contracting agencies, and performs related duties as required.

Essential Duties and Responsibilities:

(these functions are representative and may not be present in all positions in the class. Management reserves the right to add, modify, change or rescind related duties and work assignments.)

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, ensures accurate collection/receipt of fees.
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 City Management 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 work and maintains safe and healthy environment in accordance with established State of California Title 22 Licensing requirements, Community Care Licensing regulations, abides by State mandates, CAL OSHA Guidelines (SB 198) Plan and EOC's policies and procedures.
12. Ensures adequate levels of purchasing supplies and equipment, maintains accurate inventory.
13. Maintain site personnel files for compliance with Community Care Licensing Regulations.
14. Maintain ongoing accident/incident prevention and playground safety programs.
15. Ensures that that staff follow the mandated reporting requirements.
16. Performs other related duties as required.

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. Bachelor's degree in Early Childhood Education/Child Development (ECE/CD); or if in a related field must include six (6) nits of administration and supervision of Early Childhood programs; completion of twelve (12) semester units of Early Childhood Education or Child Development coursework.
2. Valid State of California Child Development Program Director Permit.
3. One (1) year of full-time, apid lead teaching experience in a licensed daycare. Experience and/or education in a related field may be substituted on a year-for-year basis.

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.
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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: ActiveNet and Microsoft Office

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 Pull Notice Program which confirms possession of a valid driver's license and reflects driving record.

Possession of valid Red Cross Standard Certificates in Adult/Child Care First Aid and child CPR

Valid State of California Child Development Master Teacher Permit. Must possess a valid State of California Child Development Permit at the Teacher level (or higher) and maintain throughout tenure of employment.

Must be in compliance with State Title 22 requirements.

Must pass required pre-employment test and DOJ LiveScan.

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:

- 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.