EL DORADO COUNTY OFFICE OF EDUCATION

CLASS SPECIFICATION

JOB TITLE: Executive Director – Child Development Programs and Services

Purpose Statement/s: Responsible to the Deputy Superintendent of Educational Services, and is directly responsible for the organization, operation, and evaluation and supervision of the Child Development Programs, Early Care and Education Planning Council, Foster Youth Services and School Attendance Review Board (SARB).

This position is distinguished by employment being determined by a Parent Council for the portion paid with Head Start/Early Head Start funds.

Essential Job Functions:

- **Establish** a plan that provides a positive, developmentally appropriate educational program for children of various ages, including a safety program for the purpose of ensuring the health and welfare of each child.
- **Develops**, plans, organizes, and implements developmentally appropriate education programs, to include social/emotional components, family/community involvement, staff development and training, and social services for the purpose of meeting federal and state rules and regulations.
- **Drafts** grant applications and prepares final package for submission to funding agencies for the purpose of ensuring consistent and ongoing funding.
- **Develops** a plan for an initial and continuing relationship between program staff and parents for the purpose of providing a clear and open line of communication.
- **Establish** in-service staff training plan to ensure that the instructional staff is sufficiently familiar with the mental and educational growth of children for the purpose of planning and adapting programs for the individual child.
- **Develops** a plan for establishing communication channels between the Child Development programs and public and private agencies for the purpose of maintaining public relations and fostering public understanding of the various programs.
- **Develops** referral procedures for the staff for the purpose of seeking assistance for meeting the child’s or family’s needs.
- **Develops** a well-designed nutritional program for each child for the purpose of ensuring healthy, nutritious meals are served.
- **Establish** plan that the physical environment of each center is maintained, including janitorial services and general preventative maintenance for the purpose of maintaining department of social services/community care licensing requirements.
- **Establish** maintenance of records procedure concerning attendance, staff personnel files, parent fees and food service for the purpose of ensuring program compliance.
- **Hires** and evaluates staff and conducts annual program evaluation for the purpose of maintaining high quality services to children and families.
- **Establish** daily schedules and communication procedures between sites and Central Office staff for the purpose of providing a clear and open line of communication.
- **Establish** program inventory records plan for the purpose of meeting federal and state rules and regulations.
Executive Director – Child Development Programs

- **Establish** a health and mental health program for each child for the purpose of meeting program requirements and addressing individual health and mental health needs.

- **Prepares** Child Development Programs’ budgets with assistance from the El Dorado County Office of Education business department. Approve all expenditures and report the status of the budget to the governing bodies on a regular basis for the purpose of ensuring a fiscally sound program operation.

- **Conducts** research, surveys, and special projects for the purpose of identifying unmet program needs and suggesting new or modified programs.

- **Maintains** financial control of the Child Development program budgets for the purpose of ensuring a fiscally sound program.

- **Acts** as the executive secretary of the Child Development programs governing body (Parent Council), for the purpose of ensuring accurate minutes and maintenance of detailed reports.

- **Works** with governing bodies and community to establish annual program goals and objectives for the purpose of implementing the Child Development program mission.

**Job Requirements-Qualification**:

- **Experience Required**: A minimum of five (5) years teaching experience with an emphasis in Early Childhood Care and Education programs and experience writing proposal and grants.

- **Skills, Knowledge and/or Abilities Required**:
  
  **Skills** to effectively provide leadership and manage the multiple federally and state funded programs within the Child Development programs; understand, interpret, and apply laws, policies, rules and guidelines that govern programs within the department; accurately communicate in writing and orally.

  **Knowledge** of Federal and State rules and regulations as they pertain to the Child Development Programs; principles and methods of Early Childhood Education; curriculum development; supervision of instruction, and staff development; procedural standards and conceptual information necessary for the successful operation of the programs.

  **Abilities** to relate with people within the community regardless of their ethnicity, racial or socioeconomic status; conduct effective meetings and staff development activities; work with persons and groups with divergent opinions; supervise, motivate, train and evaluate classified and certificated staff.

- **Education Required**: B.A. degree or higher from an accredited college or university, with specialization in child growth and development, early childhood education or elementary education, and a Child Development Director permit or equivalent. Master’s degree preferred or willingness to obtain one.

**Licenses, Certification, Bonding, and/or Testing Required**: TB test clearance, Criminal Justice Fingerprint Clearance. If required to operate a vehicle during the course of employment, must possess a valid California Driver’s License and evidence of insurability. A California Administrative Credential is preferred.

Salary Schedule: Senior Administrative

Revised: 9/15/15