

SACRAMENTO CITY UNIFIED SCHOOL DISTRICT
Position Description

TITLE:	Director, Child Development	CLASSIFICATION:	Non-Represented Management, Certificated
SERIES:	Director III	FLSA:	Exempt
JOB CLASS CODE:	1919	WORK YEAR:	12 Months
DEPARTMENT:	Child Development	SALARY:	Range 19 Salary Schedule A
REPORTS TO:	Chief Academic Officer		

Supervise and evaluate the performance of assigned staff; interview and select employees, and recommend transfers, reassignment, termination, and disciplinary actions; plan, coordinate, and arrange for appropriate training of assigned staff. **E**

Meet with staff, students, and parents regarding concerns which cannot be resolved effectively by the appropriate on-site staff. **E**

Assume responsibility for all matters pertaining to compliance with staffing and licensing requirements, funding terms, and regulations within the department; participate in the planning, design, and remodel of program sites; monitor building and site needs for State preschools. **E**

Serve as liaison for the District with the City of Sacramento, State Department of Education, and other allied school-community groups and organizations. **E**

Establish and maintain relations/membership with local, State, and Federal agencies and associations to remain current on programs and issues that affect the District child development and State preschool programs and services. **E**

Initiate and encourage innovations to meet shifts and changes in the needs of the children and their families. **E**

Communicate with other administrators, personnel, and outside organizations to develop, implement, and coordinate activities and programs, resolve issues and conflicts, and exchange information; develop policies and procedures to encourage effective and efficient management controls. **E**

Develop and implement long and short-term plans and activities designed to enhance assigned programs and services, and assure an efficient, safe, and economical work environment. **E**

KNOWLEDGE AND ABILITIES:**KNOWLEDGE OF:**

Planning, organization, and direction of procedural guidelines related to child development programs and state preschool requirements.
California State Frameworks, standards, and curriculum trends.
Federal Performance Standards
Budget preparation and control.
Urban school districts and diverse student populations.
Technical aspects of field of specialty.
Current applicable laws, codes, regulations, policies, and procedures.
Interpersonal skills using tact, patience, and courtesy.
Effective oral and written communication skills.
School district organization, operations, policies, and procedures.
Principles and practices of effective supervision and personnel management.
Operation of a computer and related software.

ABILITY TO:

Plan, organize, control, and provide administrative and instructional leadership for Child Development.
Provide support to center administrators and staff.
Maintain liaison with other child development agencies and organizations.
Prepare comprehensive narrative and statistical reports.
Work with diverse communities and school groups.
Communicate effectively both orally and in writing; prepare and deliver oral presentations.
Read, interpret, apply, and explain rules, regulations, policies, and procedures.
Analyze situations accurately, and adopt an effective course of action.
Plan and organize work; meet schedules and timelines.
Establish and maintain effective working relationship with staff, parents, and public.
Operate a computer to enter data, maintain records, and generate reports.
Supervise and evaluate the performance of assigned staff.
Meet District standards of professional conduct as outlined in Board Policy.

WORKING CONDITIONS:**SAMPLE ENVIRONMENT:**

Office environment; driving a vehicle to conduct work.

SAMPLE PHYSICAL ABILITIES:

Hearing and speaking to make presentations, and exchange information in person and on the telephone; dexterity of hands and fingers to operate a computer keyboard; seeing to read and prepare documents and reports, and view computer monitors; sitting or standing for extended periods of time; kneeling, bending at the waist, and reaching overhead, above the shoulders, and horizontally; lifting light objects.

HEALTH BENEFITS: District pays a portion of the employee's health benefits through District-offered plans.