

CHILD DEVELOPMENT PROGRAM COORDINATOR
Classified Management – Director III

DEFINITION

Under general supervision of the Assistant Superintendent of Education Services, the Program Coordinator is responsible for assisting with the management of all functions related to the operation of all district child care and preschool programs.

EXAMPLE OF DUTIES

- Assists in developing and achieving District goals, procedures and policies
- Provides leadership to site supervisors in assessing program needs and determining and developing long and short-range goals for each site attending to individual site needs
- Establishes an effective Child Care/Preschool organization with clear lines of responsibility and with the necessary delegation of authority
- Supervises all instructional and recreational components, adhering to program goals and philosophy
- Encourages use of management techniques that provide a warm, caring, and stimulating environment for children
- Facilitates communication between child care/preschool and district staff, parents and community
- Assists site supervisors in developing regular staff meetings and staff development
- Supervises site supervisors and confers with site administrators and district personnel
- Supervises and evaluates the performance of all assigned personnel, provides counseling and assistance as indicated, recommends appropriate action in cases of substandard performances, and identifies and encourages individuals with leadership potential
- Assures compliance with regulations regarding health, safety and licensing
- Reviews and approves petty cash receipts and requests reimbursement checks
- Collaboratively develops, implements, and monitors program and site budgets and approves all expenditures
- Ensures that all sources of revenue are appropriately invoiced
- Recruits, trains, and provides for effective utilization of all staff and volunteers, and evaluates such services
- Develops an ongoing program of professional development and staff training
- Routes all bus requests and communications between transportation and sites
- Serves as liaison between site supervisors and district personnel
- Develops, maintains, monitors, and evaluates the budget and fiscal components of the CDP by regularly meeting with the Assistant Superintendent of Business Services and Fiscal Services staff to ensure efficient and effective fiscal operations of the CDP.

CHILD DEVELOPMENT COORDINATOR

- Develops, implements, and evaluates marketing strategies to promote the CDP in the community in order to maintain and increase the enrollment in all programs under CDP.
- Performs other related duties as assigned

QUALIFICATIONS GUIDE**Knowledge of:**

- Contemporary management and instructional techniques
- Preschool curriculum and child care activities
- State licensing requirements
- Accounting and budget procedures
- Personnel procedures and policies

Ability to:

- Represent the school district with responsible, mature judgment, tact, and decisiveness
- Demonstrate good judgment in situations responding to parent, staff, and community concerns and in dealing with disciplinary situations
- Establish and maintain collaborative working relationships
- Assist in effecting positive change in staff and programs

Minimum Qualifications:

- Master's Degree with additional administration study in the field of Early Childhood Education, including the areas of administration, supervision, and curriculum development
- Three years additional educational experience or other equivalent educational leadership experience
- Meets District standards for physical and mental health

Desirable Qualifications:

- Two years successful leadership experience
- Teaching experience
- A current Red Cross Standard First Aid Certificate

Physical:

Good physical condition; able to pass District required physical.

CHILD DEVELOPMENT COORDINATOR**ESSENTIAL JOB FUNCTIONS:**

- Visual ability to read handwritten or typed documents, and the display screen of various office equipment and machines
- Able to conduct verbal conversation
- Able to hear normal range verbal conversation (approximately 60 decibels)
- Able to sit, stand, stoop, kneel, bend and walk
- Able to sit for sustained periods of time
- Able to climb slopes, stairs, steps, ramps and ladders
- Able to lift up to 25 pounds
- Able to carry up to 25 pounds
- Able to exhibit full range of motion for:
 - shoulder external rotation and internal rotation
 - shoulder abduction and adduction
 - elbow flexion and extension
 - shoulder extension and flexion
 - back lateral flexion
 - hip flexion and extension
 - knee flexion
- Able to operate office machines and equipment in a safe and effective manner
- Able to demonstrate manual dexterity necessary to operate calculator, typewriter, and/or computer keyboard

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all inclusive. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential responsibilities and functions of the job.