

# RIALTO UNIFIED SCHOOL DISTRICT

## DIRECTOR CHILD DEVELOPMENT Management Job Description

### DEFINITION

Under the direction of the Associate Superintendent of Educational Services provides leadership, administrative, and management expertise within the Educational Services Division regarding Early Childhood Education.

### ESSENTIAL DUTIES

Provide administrative leadership in the development and implementation of quality early childhood programs provided by the Rialto Unified School District for children ages birth to kindergarten.

Develop and manage funding for all child development programs and ensure all required fiscal reporting is completed within required timeframes.

Communicate with various departments and associate superintendents regarding programmatic and fiscal needs.

Interview, recommend, supervise and evaluate certificated and classified staff and apprentices.

Maintain all programs in compliance with Title 22 and Title 5 requirements.

Create a plan for the collection and analysis of assessment data from the Desired Results Development Profile for preschool which adheres to state guidelines and ensures data is used in the skillful implementation of classroom instruction and student activities.

Annually develop a plan for staff development to ensure the implementation of quality early childhood programs and to address staff needs.

Annually develop Parent Advisory Committee to build relationship with preschool parents and ensure their active involvement with preschool program.

Annually develop Self Evaluation Plan which creates department focus based on student assessment data, Early Childhood Environment Rating Scale and Parent Survey results and staff reflections.

Ensure vertical articulation between preschool, transitional kindergarten and kindergarten programs.

Worked with various district departments to ensure classrooms and facilities are well maintained and safe.

Maintain liaison responsibilities with appropriate private and public agencies and community organizations.

Remain current on issues and trends in early childhood education.

### QUALIFICATIONS

#### Knowledge of:

State and federal guidelines for the child development program.

#### Ability to:

Demonstrate thorough working knowledge of effective leadership and administrative practices, techniques and principles.

Thorough working knowledge of Early Childhood Education and developmentally appropriate practices.

Knowledge of program design, assessment and evaluation procedures.

Ability to plan, implement, and administer activities and procedures designed to ensure the District's early childhood programs will adhere to standards of high quality.

Ability to communicate effectively orally and in writing.

Successful experience evaluating and managing certificated and classified staff.

Successful management of budgets over \$3,000,000.

#### Experience and Education:

An earned master's degree from an accredited college or university.

A bachelor's or master's degree specializing in early childhood education.

Possession of a valid California teaching credential a

**PHYSICAL DEMANDS****Work area requirements:**

Office area, regular classroom, on the playground, parking lot, bus stop areas and possibly field trips.

Ability to use common school hand tools, computer, telephone, fax, and photocopy equipment.

Ability to traverse any part of a 10-50 acre campus which would include asphalt, sidewalks, grass on playgrounds, dirt, and/or bus areas.

**Physical requirements:**

The time requirements are listed considering this wording and meaning:

Occasionally/low - up to 3 hours, Frequently/Medium - 3 to 6 hours, Constantly/High - 6 to 8 hours

Stooping:	Low	Carrying:	Occasionally
Bending:	Frequently	Standing:	Occasionally
Lifting:	Occasionally	Kneeling:	Low
Reaching:	Occasionally	Sitting:	Occasionally
Handling:	Constantly	*Driving:	Occasionally
Grasping:	Occasionally	Walking:	Constantly
Fingering:	Occasionally	Push/Pull:	Occasionally
Keyboarding:	Medium - must be literate		

***\*Verification of the possession of a valid California Motor Vehicle Operator's License, a DMV printout and insurability by the District's liability insurance carrier is required.***

**Frequent motion:**

Twisting:	Low	Elbow flexion/extension:	Frequently
Wrist flexion:	Frequently	Reaching to shoulder level:	Occasionally
Reaching to above shoulder level:	Occasionally	Reaching below shoulder level:	Frequently
Forward shoulder/neck flexion:	Occasionally - 3 hours per day		

**Sensory requirements:**

Ability to smell:	Constantly	Ability to hear:	Constantly
Ability to touch:	Constantly	Ability to see:	Constantly

**This job requires:**

Alertness:	Yes	Attention to detail:	Yes
The use of two hands:	Yes	Recall of names and dates:	Yes
Ability to work in temperatures down to 40 degrees and up to 110 degrees.			