

ORANGE UNIFIED SCHOOL DISTRICT

ADMINISTRATOR, CHILD DEVELOPMENT- ELEMENTARY EDUCATION

DEFINITION

Under direction, plan, organize, manage, and coordinate the Child Development programs, including Before and After school Care, parent fee-based preschool and State preschool; plan, organize, and manage the Child Development programs instructional program design and delivery systems; plan, organize, design, and implement child care development curriculum and instruction programs and activities to ensure optimal educational opportunities and growth experiences for Child Development program participants; articulate and support child development principles within TK-6 program; plan, organize and direct research and development processes, including operational assessment, participation forecasting, and evaluation processes; assist in the planning development and implementation of Board policies, superintendent regulations, and the strategies for achieving District Child Development programs goals and objectives; and do other related functions as directed.

DISTINGUISHING CHARACTERISTICS

This position classification requires subject matter expertise in early childhood operational programming, and preschool-K-6 curriculum and instruction strategies. Directly related administrative and leadership experience is necessary to manage the District Child Development programs and services. The job requires the ability to analyze, develop and offer alternative problem solutions to operational and curriculum and instruction issues and concerns. Decisions are made by the incumbent that have a critical impact on the District master plan goals and LCAP objectives, the organization and administration of instructional programs and services. The position classification has the responsibility for planning, assigning, reviewing, and evaluating the quality and quantity of work of professional, technical and clerical employees. The incumbent frequently meets with certificated staff, Child Development teachers, Before/After-school staff, support and administrative personnel, parents and community members to influence, motivate and monitor the result objectives of the Child Development department. This position classification performs light work that involves sitting a portion of the time, but does require walking and standing for extended periods. This position requires accurate distinguishing of sound, near and far vision, depth perception, working with educational materials and objects, and providing and receiving oral information and direction. Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

ESSENTIAL DUTIES:

- Determine objectives and identify department needs as the basis for developing long and short range curricular and organizational plans;
- Implement and maintain effective, developmentally appropriate instructional programs, including innovation and change;
- Develop and implement all aspects of State, Federal and other funded programs with local, state and federal guidelines;

- Plan, supervise and direct programs which include development of needs assessments and budgets; annual self-study documents, implementation of district-wide reform, and ongoing evaluation to determine whether student needs are being met and ensure that the necessary human and monetary resources are appropriately utilized;
- Plan and coordinate with School Principals activities for preschool children's successful transition to kindergarten;
- Provide support for the District's Transitional Kindergarten program and teachers;
- Plan, organize and coordinate staff development activities for which the department is responsible;
- Articulate and support child development principles preschool-TK-6th grades;
- Develop personnel recruitment plans to hire quality staff for all programs;
- Plan, organize, and coordinate the performance of the all program personnel and maintain a positive, supportive and motivational environment;
- Evaluate members of certificated and classified personnel staff. Resolve problems, issues and concerns pertaining to all staff members;
- Establish communication feedback systems and processes for monitoring and auditing functions and activities to ensure that priorities are met;
- Gather required data, prepare accurate reports, and monitor project/program compliance with all applicable regulations;
- Maintain fiscal responsibility and solvency of the department and each of its programs;
- Plan, supervise and direct the state, federal, and other funded program budgets in accordance with all policies, procedures and laws;
- Determine procedures and guidelines that effectively resolve conflicts and assist in coalition building processes between all stakeholders: students, parents and staff members;
- Confer with students, parents and staff to resolve individual student academic and behavioral problems;
- Coordinate/attend activities of related meetings and events as identified. Create communication and sharing networks throughout the department, district, community, and related fields as beneficial to the successful operation of department programs;
- Perform other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles, practices, trends, goals, and objectives of child development and early childhood education;
- Philosophical, educational, fiscal, and legal aspects affecting Child Development Program operational processes;
- Organization, management, planning, and evaluation strategies, techniques, and procedures;
- Curriculum and instruction design and delivery systems, including audit and evaluation processes that determine program effectiveness;
- Program forecasting, projecting, auditing, and the coordinating of a variety of information and data management, storage, retrieval, and dissemination systems;
- Human relationships, conflict resolution strategies and procedures, and team management building methods and techniques;
- Instructional support programs, services and networks;
- Research and development strategies, processes, and techniques;
- State and Federal State preschool program requirements;
- Basic supervision including performance evaluation;
- TK-6 academic programs;
- Safe working methods and procedures.

Ability to:

- Plan, organize, coordinate, and manage the District Before and After-school Care, parent fee-based preschool and State preschool programs;
- Plan, organize, and develop instructional service budget planning, and expenditure control processes and procedures;
- Demonstrate leadership qualities and utilize motivational techniques and strategies in the development of an operational instructional mode that is cost effective and cost beneficial;
- Evaluate and analyze complex problems, issues, and concerns, and recommend appropriate alternative solutions;
- Communicate effectively in oral and written English;
- Establish and maintain cooperative organizational, public, and educational community relationships.

EXPERIENCE AND EDUCATION

Any combination of experience and training that would likely provide the required knowledge and skill is qualifying. A typical way to obtain the required knowledge and skill would be:

Experience:

Five years of progressively responsible experience in administration and/or program services with considerable program management, supervisory and early education administration. Elementary school site administrative experience preferred.

Education:

Equivalent to the completion of a Master of Arts or higher degree in educational administration, instructional supervision, or a closely related field.

Certification Requirement

Possession of a valid California Administrative Services Credential; Possession of a valid California Teaching Credential; Possession of Child Development Program Director Permit

License Requirement

Possession of a valid California Motor Vehicle Operator's License.

Condition of Employment

Insurability by the District's liability insurance carrier.