

## **ASSISTANT DIRECTOR, EDUCATIONAL SERVICES**

### **JOB SUMMARY**

Under general direction, the Assistant Director plans, organizes, coordinates, and supervises a District Educational Services Program to ensure compliance with applicable laws, codes, regulations, grants, and/or other program requirements as well as the success of the programs.

### **DISTINGUISHING CHARACTERISTICS**

The Assistant Director, Educational Services is assigned to exercise professional judgment and oversight in an assigned Educational Program and its matters for the District. The Assistant Director provides leadership and professional support to the department and supervises department operations in the absence of the Director.

### **SUPERVISION RECEIVED AND EXERCISED**

Job incumbents in this class receive supervision and report directly to an assigned Educational Services Director or other assigned administrator. Job incumbents provide direction to and supervise lower level program management staff and other assigned personnel supporting the program.

### **EXAMPLES OF DUTIES** – Duties include, but are not limited to, the following:

- Provides leadership in the administration of assigned program, including resource development and personnel management, in accordance with laws, regulations, District policy and procedures and collective bargaining agreements;
- Ensures compliance and reporting standards with policies and procedures set by applicable program licensing agencies, State Department of Education, Federal Grantees, and other program related organizations;
- Establishes program philosophy in close collaboration with Educational Services Division leadership and sets operational goals and vision for implementation with program support staff;
- Assumes responsibility for the demonstration of developmentally appropriate practices based on current educational program best practices and research;
- Works with the Department leadership regarding activities/curriculum appropriate for children, families, staff, students, and early childhood community;
- Develops and administers the annual budget, participating in the forecast of funds needed for staffing, equipment, materials, and supplies, monitoring expenditures and implementing adjustments;
- Researches, identifies, and creates grant applications for potential resources of additional income for the program, seeking funding sources to provide specified contracted services to eligible children and families;
- Participates in hiring; supervises, trains, and evaluates assigned program staff;
- Coordinates the parent and student enrollment, orientation, and participation within the program and maintains communication between families, instructors, students, and support staff.

- Provides expert level assistance to the Department, recommending and implementing modifications to the program, policies, and procedures as appropriate;
- Coordinates services and activities with other departments as well as outside agencies, attending meetings with other community agencies;
- Serves as the liaison with other departments, divisions, and outside agencies, negotiating and resolving sensitive and/or controversial issues;
- Represents the program and presents information in public and private meetings concerning funding, licensing, and related policy or programmatic change;
- Performs other related duties as assigned

### **EMPLOYMENT STANDARDS**

Any equivalent combination of training, education, and experience that demonstrates the applicant likely to possess the required knowledge, skill, and ability to perform the job duties:

**Education:** A bachelor's degree in Early Childhood, Child Development, Education, Liberal Arts, or a field related to the knowledge and abilities requirements of this classification from an institute of higher learning recognized by the Council of Higher Education Accreditation. A master's degree in a field related to the knowledge and abilities requirements of this classification is desirable.

**Experience:** Five years of experience designing, coordinating and overseeing the implementation of a child development program for preschool through 8<sup>th</sup> grade school-aged children, including two years of experience evaluating the effectiveness of the program and training staff on program implementation and one year of supervisory experience in the administration of a related program is required.

### **Knowledge of:**

- Early childhood education, educational program relevant concepts, and assessment tools;
- Specialized current instructional strategies, learning, and program for school-aged children;
- Principles and applications of child development theory;
- Principles and applications of the Reggio Emilia Approach;
- Methods and techniques of instructional program development;
- Principles and practices of curriculum planning;
- Age appropriate experiences, emergent curriculum, and the project approach;
- Appropriate provocations for children of various age and skill level to develop each child socially, emotionally, intellectually, creatively, and physically to his/her fullest potential;
- Principles, practices, methods, and techniques of grant writing;
- Principles, methods, and practices of budget and educational program funding;
- Pertinent federal, state, and local codes, laws, and regulations governing the operations and activities of a child development center;
- Potential safety issues within a group care setting and appropriate safety precautions and procedures;
- Methods of observing, evaluating, and recording child behavior;
- Office computer software programs; practices and procedures of record keeping;

- Principles and practices of employee training and supervision;

**Ability to:**

- Plan, prepare, and implement daily, weekly, and monthly emergent curriculum;
- Define and interpret curriculum goals and objectives;
- Develop and implement developmentally appropriate practices according to the needs of the children and program policy;
- Understand, interpret, and apply general and specific administrative and departmental policies and procedures as well as applicable federal, state, and local policies, laws, and regulations;
- Search and obtain applicable grant funding;
- Allocate financial resources;
- Effectively solve problems;
- Use intermediate and advance features and functions of office computer software programs;
- Exercise personal responsibility in seeking learning opportunities that improve capability and grow one's career;
- Advise others, and advance the state of knowledge or practice;
- Self-motivate;
- Be creative with instructional design and improvement for school-aged children;
- Effectively communicate both orally and in writing;
- Effectively train a group of audience in instructional strategies;
- Effectively influence others' positions;
- Effectively supervise subordinate staff;
- Evaluate the work of others and effectively manage their job performance;
- Effectively work in a team environment;
- Provide quality customer service;
- Monitor and maintain a budget and effectively allocate available resources;
- Comply with mandatory child abuse reporter training requirements as part of pre-employment and on an annual basis.

**License:** A valid California Driver's License, and the availability of private transportation or the ability to provide transportation between job sites is required. California Child Development Director's Permit required at time of hire (as required by program served).

**PHYSICAL STANDARDS:**

*The work environment and physical demands of the position as described below are representative of those that must be met by an employee to successfully perform the essential functions of a position in this management category. Reasonable accommodations may be made to enable individuals to perform the essential functions of a specific position. These physical standards are generic in nature and tasks may vary dependent on school site or specialized department assignment.*

**Work Environment:** While performing the duties of this management position employees are subject to constant interruption, are often under severe time constraints and are in direct contact with the public, students and employees. Negative interactions resulting from these contacts can result in stressful situations.

While the noise level in an office environment is usually quiet, a school site environment may be somewhat louder. While performing the duties of this job, the employee works in several environments including classroom, indoor and outdoor environments. The ability to drive a vehicle to make site visitations/attend off-site meetings is required.

**Physical Demands:** The physical demands of these positions include the ability to sit for extended periods of time. These positions require some walking and standing as well as bending and reaching at, below and above shoulder level. Lifting, pushing or pulling of objects generally not exceeding twenty pounds may also be required. Repetitive use of fingers and hands to operate a keyboard and other office equipment is necessary, as is hearing and speaking ability sufficient to provide information via phone, personal contact and formal/informal presentations. Specific vision abilities to read, analyze and review a variety of complex materials are also required.

*The information contained in this physical standards description is for compliance with ADA and is not an exhaustive list of duties performed. The individuals currently holding this position perform additional duties and additional duties may be assigned.*

Assistant Director, Educational Services <b>Personnel Action</b>	<b>Personnel Action Date</b>
Approved by the Personnel Commission:	12/13/2022