

# FRESNO COUNTY SUPERINTENDENT OF SCHOOLS

## CERTIFICATED MANAGEMENT POSITION

JCN: 646  
EXEMPT

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### CHILD DEVELOPMENT CENTER PROGRAM MANAGER

#### **BASIC FUNCTION:**

Under the direction of the Senior Director, Early Care and Education, plan, organize, coordinate and implement the operations and activities of the Early Care and Education (ECE) program, function or instructional area to enhance educational effectiveness and efficiency of the county office; supervise and evaluate the performance of assigned personnel.

#### **REPRESENTATIVE DUTIES:**

##### **ESSENTIAL DUTIES:**

- Assist with reviewing and evaluating budgetary and financial data and ensure expenditures are in accordance with established limitations; assist with grant coordination and preparation as assigned.
- Collaborate and coordinate with the Senior Director of Early Care & Education in the planning, development, organization, and direction of operations and activities of the child development center; establish program goals, objectives and priorities; develop curriculum standards; develop and maintain the program budget; develop a parent handbook and staff procedures.
- Communicate with other administrators, personnel and outside organizations to coordinate activities and programs.
- Conduct a variety of meetings as assigned; stay abreast of new trends and innovations in the field of child development programs.
- Oversee facility inspections, fire and earthquake drills; maintain the Disaster and Mass Casualty Plan and update as required.
- Coordinate and provide support to volunteers, including but not limited to AmeriCorps.
- Create and maintain a working team environment; plan and conduct staff meetings and professional development for staff, partners, outside organizations and others, as assigned.
- Determine and support professional goals and objectives through the assessment and evaluation process.
- Develop, coordinate and implement demonstrations at the child development center for the purpose of offering observation areas and on-site training opportunities to student teachers, volunteers and community partners.
- Develop and coordinate community partnerships with agencies such as Special Education Local Plan Area (SELPA), and Exceptional Parents Unlimited (EPU Children's Center).
- Develop, implement, and train staff and stakeholder group, as assigned, in maintaining health and safety standards in child development centers.
- Ensure policy and procedures are followed for all programs; ensure compliance with Title 5 and Title 22 licensing requirements.
- Ensure the staff to student ratios are in compliance with state requirements; support the Site Manager in ensuring staff absences are covered as needed; audit monthly employee time reports and monthly student attendance records; work with Site Manager to complete annual program self-evaluation.
- Meet the qualification(s) to be formally listed on the Community Care Licensing Lighthouse (CCL) for Children's center license. Comply with CCL's regulations and policies. Maintain all the necessary CCL required yearly paperwork. Be present and ready for announced and unannounced compliance visits from CCL.
- Oversee the overall operations of the child development center to ensure health and safety needs of the children.

- Oversee the nutrition program for the child development center; ensure compliance for State Preschools and Centers; ensure proper food handling standards are met; submit food program report for reimbursement from the State.
- Participate in annual professional development to include but not limited to children with disabilities and dual language learners, as directed.
- Coordinate parent meetings with the Site Manager, education programs and/or trainings annually; maintain open communications with parents and families; foster community support.
- Plan, organize, coordinate and implement the operations and activities of an assigned program, function or instructional area to enhance educational effectiveness and efficiency of the County Office; assist in assuring related activities comply with established standards, requirements, laws, codes, rules, regulations, policies and procedures.
- Prepare and maintain a variety of narrative and statistical records, reports and files related to programs, functions, instructional areas, projects, compliance, staff development and assigned duties.
- Prepare and write grant proposals to apply and secure new funding for the ECE program.
- Provide consultation regarding early care and education and day-to-day operations of child development centers.
- Provide oversight, coaching and guidance to the Site Manager to plan and implement staff development activities to assist staff with the ability to maintain and renew child development permits in accordance with the California Early Education and Support Division; ensure staff professional growth plans are developed through coaching.
- Provide service in and supervision of the care, development, and instruction of children in a childcare and development program as needed.
- Research, compile, assemble and evaluate a variety of technical information, and programs related to assigned area or program; participate in the development, implementation and evaluation of program and educational documents; prepare and distribute related correspondence and informational materials.
- Provide oversight and audit of the Site Manager to ensure lesson plans are developmentally appropriate; ensure activities are implemented in the classroom to meet the individual needs of the student; conduct and document observations on a periodic basis.
- Serve as a coordinator of curriculum and staff development in a childcare and development program.
- Oversee the reports submitted by the Site Manager to the county office, CA First 5, Fresno First 5, CA Department of Education Child Development Division and other agencies as required.
- Oversee a childcare and development program operating at a single site as needed.
- Oversee the reports submitted by the Site Manager for fiscal and attendance reports.
- Interview, select, supervise and evaluate the performance of assigned staff; coordinate and direct employee assignments and review work to ensure compliance with established plans, strategies, standards, requirements and procedures as needed; work with employees to correct identified deficiencies; review recommended transfers, reassignments, disciplinary actions and/or termination.
- Train and provide work direction and guidance to assigned personnel; assign duties and review work to ensure accuracy and completeness; provide input concerning employee interviews and evaluations.
- Collaborate with assigned supervisor, directors, and administrators who plan courses of study to be used in California Child Development Centers/Programs; research and evaluate the efficiency of the instructional program; ensure effective communication and operation of the programs; assist in the formulation and development of policies and procedures.

- Coordinate with program administration in planning and developing school activities related to, and an extension of, the instructional and guidance program of the child development center.
- Support the Site Manager with examining, selecting and providing in-service training of child development center staff, or other similar personnel involved in instructional programs.
- Attend and participate in a variety of assigned meetings, committees, conferences, in-services and/or special events.
- Comply with schedules, policies, regulations, procedures, orders, and directives of the County Superintendent.
- Exhibit professionally appropriate interpersonal skills including but not limited to tact, patience, flexibility and courtesy.
- Maintain a safe work environment.
- Operate a variety of office equipment, including but not limited to a computer and assigned software applications.
- Serve as a liaison between County Superintendent and administrators, personnel, outside organizations or the public concerning assigned area.
- Serve as a technical resource concerning assigned program, function or instructional area.
- Work collaboratively and maintain effective working relationships with others in the course of work in assigned area.

#### OTHER DUTIES:

- Ability to work a flexible schedule as assigned.
- Drive a vehicle to conduct work, using own transportation.
- Perform related duties as assigned.
- Travel within Fresno County, statewide and/or nationwide.
- KNOWLEDGE AND ABILITIES:

#### KNOWLEDGE OF:

- Appropriate practices within all developmental domains.
- Basic budget preparation and control.
- Cultural and socio-economic differences and impact on families.
- Child development, current trends and research in Early Childhood Education, recreation and fine/performing arts.
- Family case management.
- Organizational and training skills in planning and organizing work, maintaining schedules and timelines.
- Planning, organization, coordination and implementation of the operations and activities of ECE to enhance educational effectiveness and efficiency of the county office, increase capacity, and improve quality in ECE programs.
- Policies and objectives of assigned programs and activities.
- Support the Site Manager with positive behavioral interventions and supports as needed.
- Understand the principles of child development.
- Research methods, grant and/or report writing, and record keeping techniques.
- Ensure the use of safety and health practices and universal precautions when administering first aid.
- Understand Title 5 regulations for operating a State subsidized childcare program.
- Proper English usage, grammar, spelling, punctuation and vocabulary in all forms of communication.
- State Education Code, local, state and federal laws, codes, regulations and requirements

and county office organization, operations, policies and objectives as related to assigned activities and/or instructional area.

- Theoretical and technical aspects of field of specialty.

**ABILITY TO:**

- Administer First Aid.
- Collaborate with community organizations and services available to infant, toddlers, and preschool students and parents.
- Effectively interact with a diverse population, including but not limited to, race, ethnicity, language, and culture.
- Ensure proper and timely resolution of issues, concerns and conflicts.
- Manage a positive, educational child development center/classroom environment.
- Work effectively with parents, staff and the community.
- Analyze and evaluate situations accurately and adopt an effective course of action.
- Communicate effectively both orally and in writing with parents, staff, community, and program administration.
- Drive a vehicle to conduct work.
- Ensure proper and timely resolution of issues, concerns and conflicts.
- Interpret, apply, and explain rules, regulations, policies and procedures.
- Maintain consistent, reasonably regular, punctual attendance consistent with federal, state and local standards.
- Perform non-instructional duties and responsibilities in an efficient and effective manner.
- Safely and successfully, perform essential job functions consistent with federal, state and local standards, including meeting qualitative and/or quantitative productivity standards.
- Supervise, train, guide and evaluate the performance of assigned personnel.
- Work confidentially and with discretion.
- Work independently with minimal direction.

**EDUCATION AND EXPERIENCE:**

**EDUCATION:**

- Three (3) semester units or equivalent quarter units from an accredited or approved college or university in infant and toddler care within one year of date of hire.
- Bachelor's degree in Child Development or related field.
- Master's Degree in education or related field preferred.

**EXPERIENCE:**

- Three years teaching experience in a childcare and/or child development center.
- Four years of experience supervising a licensed childcare and/or child development center required.

**LICENSURE AND OTHER REQUIREMENTS:**

- Valid California Child Development Program Director's Permit.
- Valid First Aid and CPR AED certificate issued by an authorized agency.
- Valid California driver's license; when driving for work, maintain automobile liability insurance in accordance with California Insurance Code section 11580.1 or maintain other statutorily authorized financial responsibility.
- Enrollment in the California Department of Motor Vehicles Government Employer Pull Notice Program at time of hire and throughout employment with the County Superintendent.

- This position requires a pre-placement medical assessment (paid for by FCSS) at a clinic selected by the county office. Any offer of employment is contingent upon successful certification by designated physician that applicant is able to perform essential functions of the job, with or without reasonable accommodations.

## **WORKING CONDITIONS:**

### **ENVIRONMENT:**

- Drive a vehicle to conduct work, using own transportation.
- Indoor, outdoor, child development center, office, and/or school facility environment.
- Regular interruptions.
- Small and large group meetings.
- **PHYSICAL DEMANDS:**
- Bending at the waist, kneeling or crouching; climb or balance.
- Eyesight corrected or uncorrected sufficient to read a variety of materials including but not limited to fine print.
- Hearing with or without use of hearing aid(s) sufficient to hear any conversation with others; understandable voice and speech patterns.
- Manual dexterity and coordination sufficient to operate office and/or classroom equipment.
- Sitting, standing and/or walking for extended periods of time.
- Use hands to handle and/or feel; reach with hands and arms.
- Must frequently lift, push, pull or carry up to twenty-five (25) pounds and occasionally lift and/or move up to fifty (50) pounds with assistance.

The physical demands and working conditions described here are representative of those that must be met by an employee to successfully perform the essential functions of this position, subject to reasonable accommodation.

### **HAZARDS:**

- Contact with blood and other body fluids.
- Exposure to minor contagious and/or infectious diseases.
- Potential for contact with blood borne pathogens and communicable diseases.

*This position description may not be an exhaustive list of all duties, knowledge, or abilities associated with this classification; however, it is intended to accurately reflect the principle job elements. Related duties, knowledge, or abilities to those expressly stated may also be required for successful performance of the position.*

### **APPROVED:**

Effective: 02/01/2021

Revised: 11/01/2022; 11/01/2024