



**CLASS TITLE: DIRECTOR OF PRE-SCHOOL AND  
CHILD CARE SERVICES  
MID-MANAGEMENT**

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**BASIC FUNCTION:**

Under the general direction of the Senior Director of Curriculum and Instruction, the Director of Pre-School and Child Care Services directs, supervises and supports the needs and services of the pre-school and child care programs. The Director maintains overall school site operations and programs; receives, distributes and communicates information to enforce school, District and State policies; maintains safety of school environment; coordinates site activities; and collaborates with site administrators to address issues regarding the pre-school and child care services. The Director supervises and evaluates designated personnel, establishes budget, monitors income, and determines expenditures for the pre-school and child care programs.

**DISTINGUISHING CHARACTERISTICS:**

This position requires knowledge of legal requirements related to special education, the California State Preschool Program (SCPP), Department of Health and Human Services, and Community Care Licensing. The incumbent must have instructional background in developmentally appropriate curricular and instructional needs of young children and be licensed to teach young students. This is a “hands-on” position and requires the incumbent to teach classes as needed.

**REPRESENTATIVE DUTIES:**

**ESSENTIAL DUTIES:**

Oversees and monitors all services provided to students enrolled in the pre-school programs and preschool-aged students with special education needs.

Plans, directs, and monitors instructional methods and content of student activity programs.

Ensures compliance with federal and state guidelines and laws including: Individuals with Disabilities Education Improvement Act, Elementary and Secondary Education Act, California State Preschool Program, Department of Health and Human Services, and Community Care Licensing regulations.

Supervises the alignment of pre-school instruction with state guidelines and programs.

Recruits, hires, trains, evaluates, and recommends personnel actions for childcare staff.

Provides input and collaborates with site administrators regarding the evaluation of preschool staff.

Directs development and preparation of budgets for pre-school and child care programs, analyzes and reviews budget and financial data, controls and authorizes expenditures in accordance with established policies.

Creates and submits various reports including: mandated state preschool reports, attendance reports, accounting/budget documents, and records for officials and agencies.

Prepares and submits grant proposals to solicit program funding.



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Collaborates with site administrators to determine the scope of educational program offerings, prepares drafts of program schedules and descriptions, and estimates staffing and facility requirements.

Collaborates with site administrators to set educational standards and goals, and helps establish policies, procedures, and programs.

Confers with parents and staff, in collaboration with site administrators, regarding educational activities and policies, and students' behavioral or learning problems.

Monitors students' progress, in collaboration with site administrators, and provides administrators, students and teachers with assistance in resolving any problems.

Collects and analyzes survey data, regulatory information, and demographic and employment trends, to forecast enrollment patterns and the need for curriculum changes.

Informs businesses, community groups, and governmental agencies about educational needs, available programs, and program policies.

Teaches classes or courses, and/or provides direct care to children.

Writes articles, manuals, and other publications, and assists in the distribution of promotional literature about programs and facilities.

**OTHER DUTIES:**

Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Business and management principles involved in strategic planning, resource allocation, leadership techniques, and coordination of people and resources;

Principles and methods for curriculum and training design, teaching and instruction for individuals and groups, and measurement of training effects;

Principles and practices of managing Preschool and Child Care programs;

Applicable laws, codes, regulations, policies and procedures;

Computer software applications for reporting necessary requirements to agencies.

**ABILITY TO:**

Motivate, develop and direct people as they work;

Communicate effectively in writing and orally with a variety of audiences;

Use logic and reasoning to identify solutions, conclusions or approaches to problems;

Develops and maintain constructive and cooperative working relationships with others;

Use technology in the management and instructional components of the programs;

Manage multiple projects simultaneously in a fast-paced environment;

Develop specific goals and plans;

Work independently with little direction.



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**EDUCATION AND EXPERIENCE:**

Bachelor's degree in child development or closely related field, including 24 Early Childhood Education (ECE)/Child Development units with core courses plus 6 administration units and 2 units adult supervision, or  
Administrative Services credential with 12 units of ECE/CD plus 3 units supervised field experience in ECE/CD setting, or site supervisor status, or  
Teaching credential with 12 units of ECE/CD plus 3 units supervised field experience in ECE/CD setting plus 6 administration units, or  
Master's Degree in ECE/CD or Child/Human Development  
At least five years of responsible professional-level administrative experience including budget management and supervisory experience. Three to five years' experience working with children to grade 8 in an organized setting.

**LICENSES AND OTHER REQUIREMENTS:**

Child Development Program Director Permit or willingness to attain permit for the state of California  
Valid First Aid and CPR certification  
Valid Driver's License

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Child Care and Pre-School environments, classroom and outdoor settings  
Noisy at times  
Driving a vehicle to conduct work

**PHYSICAL DEMANDS:**

Lifting children and moderately heavy objects  
Bending at the waist, kneeling, crouching and crawling  
Seeing to ensure proper supervision of students  
Standing and/or sitting for extended periods of time  
Dexterity of hands and fingers to demonstrate activities, prepare materials, and operate a computer keyboard and other office equipment  
Reaching overhead, above the shoulders and horizontally  
Hearing and speaking to exchange information in person or on the telephone, to facilitate communication with students, staff, parents and community, and to make presentations

**HAZARDS:**

Exposure to communicable diseases