

VISTA UNIFIED SCHOOL DISTRICT

CHILD DEVELOPMENT CENTER LEAD

DEFINITION

Under direction, to plan, organize, coordinate, and supervise the operational functions of the Child Development Center; to plan, organize, develop, and maintain educational programming, curriculum and instruction offerings designed to meet the needs of the Child Development Center participants; and to do other related work as required.

ESSENTIAL DUTIES

- Plan, organize, develop and supervise the educational programs for infant and preschool children to meet emotional, physical, social, and intellectual needs.
- Direct and lead the functions and activities of the Child Development teaching staff to ensure that instructional standards are maintained and that the program activities are well planned and structured.
- Review, analyze, evaluate, and recommend adaptations and revisions to operational standards and guidelines to ensure adherence to Child Development legal and policy mandates and regulations.
- Inspect, review, and monitor the facility, ground areas, and equipment to ensure that appropriate standards of safety, sanitation, and orderliness are maintained.
- Confer with Center personnel regarding participant programming and instructional objectives.
- Perform demonstration teaching and model appropriate parenting behaviors.
- Plan, organize, coordinate, and participate in staff development, in-service and orientation programs.
- Provide input in the evaluation process of the Child Development Center personnel.
- Perform a variety of personnel management functions, including assisting in the recruitment and selection process, record management, and service time reporting.
- Perform a variety of public relations related activities, including the development of information bulletins, newsletters, and participating in making presentations to various community groups.

QUALIFICATIONS

Knowledge of:

Methods, techniques, and strategies pertaining to the instruction of infant and preschool children;
Child growth and development principles and theories;
Instructional goals and objectives related to early childhood education;
Planning, organization, and management principles, strategies, techniques, and methods;
Behavior management and shaping methods, strategies, and techniques;
Educational materials, supplies, and equipment typically utilized in a Child Development Center program.

Ability to:

Plan, organize, and supervise an effective and efficient instructional and training program for Child Development Center participants;
Provide effective learning activities for children experiencing a wide range of socio-economic and cultural backgrounds and exhibiting varying levels of intellectual, social, and emotional maturity;
Effectively assess the educational needs of children, and design and supervise the implementation of appropriate and sound educational plans and activities;
Plan, organize, and conduct operational procedures in an effective and efficient mode;
Provide a warm, attractive, and inviting learning environment;
Communicate effectively in oral and written form;
Understand and carry out oral and written directions;
Establish and maintain cooperative working relationships.

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PHYSICAL DEMANDS

The physical requirements indicated below are examples of the physical aspects that this position classification must perform in carrying out essential job functions.

- Persons performing service in this position classification will exert 20 to 40 pounds of force frequently to lift, carry, push, pull, or otherwise move objects.
- This type of work involves sitting a portion of the time, but will involve walking or standing for brief periods.
- Perceiving the nature of sound, near and far visual acuity, depth perception, providing oral information, and possessing the manual dexterity to operate business related equipment and to handle and work with various materials and objects are important aspects of this job.
- Must have a full range of motion in the upper extremities.

Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

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:

Two years of experience in an instructional capacity in a preschool or early childhood education program, plus one year of service as a supervisor in a Child Development Center.

Education:

Equivalent to the completion of an Associate of Arts degree, with 24 units in Early Childhood Education and Child Development including core +6 units Administration, +2 units Adult Supervision at an approved and accredited educational institution.

License and Certificate Requirement

Possession of a first aid certificate including CPR.

Condition of Employment

Qualify for a California Child Development Lead permit.