

JOB DESCRIPTION

WU njb 1004

Administrative Services

Washington Union School District

43 San Benancio Road

Salinas, CA 93908

Extended Day Care Director

Purpose Statement

The job of Extended Day Care Director is done for the purpose/s of overseeing the overall daily operations of the Extended Day Care Program; coordinating communications with district departments and personnel, faculty, parents and students; and maintaining adequate staffing to ensure objectives of programs and services are achieved within budget guidelines.

Essential Functions

- **Conducts** regular meeting with staff and meets with individual parents as necessary for the purpose of ensuring that the department functions in a safe and efficient manner and conveying and/or receiving information on new and/or improved procedures.
- **Develops** detailed program plans for the purpose of providing a wide variety of creative play opportunities within the Extended Day Care program.
- **Facilitates** communication between other district departments and personnel, Extended Day Care staff, teachers, parents, students and various outside agencies for the purpose of improving Extended Day Care Center operations, evaluating situations, solving problems and/or resolving conflicts.
- **Maintains** a wide variety of records and files (e.g. parent financial/payment files, student files, attendance records, employee files, etc.) for the purpose of documenting and/or providing reliable information's in compliance with district, federal and state regulations.
- **Monitors** fund balances of assigned programs and elated financial activity including grants for the purpose of ensuring that allocations are accurate, related revenues are generated, expenses are within budget limits and/or fiscal practices are followed.
- **Participates** in local/regional/statewide meetings, workshops and seminars for the purpose of representing the Extended Day Care program and the District, conveying and/or gathering information required to perform functions.
- **Performs** personnel functions (e.g. interviewing, evaluating, supervising, training, in service training programs, etc.) for the purpose of maintaining adequate staffing, enhancing productivity of personnel and achieving objective within budget.
- **Prepares** a wide variety of written materials (e.g. proposals for funding, budget requests, parent information guides, applications, correspondence etc.) for the purpose documenting activities, providing written reference and/or conveying information.
- **Researches** a variety of information (e.g. current practices, laws, available funding sources, etc.) for the purpose of developing and/or enhancing Extended Day Care program.

Other Functions

- Assists other personnel for the purpose of supporting them in the completion of their work activities.
- Performs functions or another position within the Extended Day Care program for the purpose of providing overall coverage for program operations.

Job Requirements. – Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple technical tasks with an occasional need to upgrade skills due to changing job conditions. Specific skills required to satisfactorily perform the functions of the job include. operating office equipment

using pertinent software applications; performing accounting procedures; planning and managing projects; and preparing and maintaining accurate records.

KNOWLEDGE is required to perform algebra and/or geometry; read technical information, compose a variety of documents and/or facilitate group discussions; and solve practical problems. Specific knowledge required to satisfactorily perform the functions of the job includes: none specified.

ABILITY is required to schedule activities; often gather, collate, and/or classify data; and use basic job related equipment. Flexibility is required to work with others under a wide variety of circumstances; analyze data utilizing defined but different processes; and operate equipment using standard methods of operation. Ability is also required to work with a significant diversity of individuals and/or groups; work with data of different types and/or purposes; and utilize job related equipment. In working with others, problem solving is required to analyze issues, create plans of action and reach solutions with date is moderate; and with equipment is limited. Specific abilities required to satisfactorily perform the functions of the job include: providing direction and leadership; communicating with diverse groups; maintaining confidentiality; and setting priorities.

Responsibility

Responsibilities include; working independently under broad organizational guidelines with supervision focusing on results; managing a department; and determining the use of funds. Utilization of resources from other work units is required to perform the job's functions. There is a continual opportunity to significantly impact the organization's services.

Working Environment

The usual and customary methods of performing the job's functions requires the following physical demands: significant lifting, carrying, pushing and/or pulling; some climbing and balancing; significant stooping, kneeling, crouching and/or crawling; significant reaching, handling, fingering and/or feeling. Generally the job required 70% sitting, 15% walking and 15% standing. The job is performed under minimal temperature variations, a generally hazard free environment, and in a clean atmosphere.

Experience. Job related experience within specialized field with increasing levels of responsibility is required.

Education. Bachelor's Degree in job related area.

Required Testing:

Certificates & Licenses:

Supervisory Permit-Early Childhood Education
or equivalent

Continuing Educ. / Training:

Clearances:

Criminal Justice Fingerprint Clearance
TB Clearance

FLSA Status:

Salary Grade: