

TITLE: **DIRECTOR I, CHILD & FAMILY DEVELOPMENT**

QUALIFICATIONS:

1. California administrative credential authorizing service in the area of Assignment
2. Experience, aptitude and knowledge of parent/family involvement programs
3. Experience or knowledge of social, emotional, physical and cognitive growth of children at age appropriate levels
4. Ability to make decisions and provide leadership in a positive and harmonious manner

REPORTS TO: Assistant Superintendent, Instructional Services

SUPERVISES: Staff as assigned

JOB GOAL: To provide leadership to organize, plan, supervise and direct the Family Connection Pre-Kindergarten and Even Start programs, promoting identified families with services that will ensure academic success for their children, as well as providing parents with the skills and resources necessary to become active participants in the community

PERFORMANCE RESPONSIBILITIES:

1. Provides for the academic readiness of each child involved; the program will be designed for children from birth through the age of four to be individually tailored as it stretches to encompass the developmentally appropriate characteristics and needs of the children of our community
2. Designs family literacy programs that will ensure parents successful entry into community activities and/or successful employment
3. Create a collaborate Search and Serve program with local hospitals, health organizations and other agencies to identify potential families
4. Integrates with established programs and structures to provide maximum use of the resources available from within the school district community
5. Develops strong partnership with agencies that deal directly with families in the community
6. Establishes community literacy institutes to provide members of the Family Connection Pre-kindergarten and Even Start programs as well as trainers from community organizations with professional development in family literacy
7. Attends meetings of the Board of Education
8. Performs other duties as assigned

TERMS OF EMPLOYMENT: Salary and work year to be according to current schedule; Management salary schedule, code 5

EVALUATION: Performance of this job will be evaluated in accordance with the District's "Improvement of Professional Services" handbook, Board Policies and Procedures and consistent with collective bargaining agreements when applicable