



# Sulphur Springs Union School District

Serving Grades TK-6

27000 Weyerhaeuser Way, Santa Clarita, CA 91351

661-252-5131

[www.sssd.k12.ca.us](http://www.sssd.k12.ca.us)

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## EARLY CHILDHOOD PROGRAM ADMINISTRATOR

### DEFINITION

Under general supervision of the Assistant Superintendent of Educational Services, the Early Childhood Program Administrator is responsible for assisting with the management of all functions related to the operation of the State Preschool Program.

### EXAMPLE OF DUTIES

- Plans, supervises, organizes, schedules, and monitors instructional and recreational components for students; attending to their individual and developmental needs which meet the District and State requirements as stated in the Coordinated Compliance Review Manual and State of California Exemplary Program Standards.
- Supervises the State Preschool program and staff at all sites.
- Models the use of a variety of techniques and strategies that enhance and develop the social, emotional, physical and cognitive development of children.
- Models use of management strategies that provide a warm, caring and stimulating environment for children.
- Communicates concerns and issues regarding individual students with parents and appropriate administration.
- Supervises use of program equipment, monitors supplies and requests replacements.
- Collects fees; maintains necessary records and documentation as required through the licensing agency, Coordinated Compliance Review and Exemplary Program Standards.
- Establishes a good working environment and working relationships, providing ongoing communication with school staff, assistants, children, parents, and community.
- Plans and implements regular staff meetings and staff development.
- Coordinates general housekeeping and material management.
- Assists in evaluating program and curriculum.
- Assures that regulations regarding health and safety are in place.
- Participates in the implementation of parent education programs.
- Administers first aid as necessary.
- Performs related duties as assigned.

### QUALIFICATIONS

#### Knowledge of:

- Child development, techniques of initiating, developing and conducting on-going program components
- Exemplary Program Standards



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- Preschool Developmental and Early Childhood Curriculum and Standards
- Regulations of licensing agency and State Department of Education
- Accounting and budget procedures
- Management techniques
- Personnel procedures and policies
- State Preschool licensing requirements

## **Ability to:**

- Effectively organize, supervise and conduct various accounting and administrative activities
- Communicate effectively, verbally and in writing, in English
- Maintain accurate records
- Demonstrate good judgment in situations responding to parent, staff, and community concerns and in dealing with disciplinary situations
- Establish and maintain cooperative working relationships
- Provide leadership
- Lift 30 pounds

## **Training and Experience:**

Must have:

- A valid California Administrative Services Credential
- A valid California Multiple Subject Teaching Credential
- Current First Aid Certificate, Infant/Child CPR Certificate, and 7 Hour California Childcare Health and Safety Certificate

Must meet one of the following requirements to qualify for this position:

- Child Development Program Director Permit  
*and/or*
- Complete a master's degree or higher in early childhood education, child/human development, or a closely related field  
*and/or*
- A credential authorizing teaching service in elementary school; and 12 units of training in Early Childhood Education/Child Development with 6 units of Administration and at least 2 years' experience in a child care and development program.

## **Preferred:**

- Bilingual in English and Spanish



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## **Physical:**

Ability to pass required District physical examination.

## **Body Movement:**

- Regular activities: stand and sit for long periods of time; use hands and fingers to operate electronic keyboard or other office machines; reach with hands and arms; speak clearly and distinctly to answer telephones and to provide information; and hear to understand voices over the telephone and in person.
- Lifting Requirements: Employee assigned to this position must be able to lift or carry objects weighing 30 pounds with the ability to move or push objects weighing up to 50 pounds.
- Vision Requirements: Ability to see clearly at 20 inches or less; adjust the eye to bring the object into sharp focus.

*The Sulphur Springs School District is an equal opportunity employer and does not discriminate on the basis of age, ethnicity, race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, marital status, sex, or sexual orientation.*

*Sulphur Springs Union School District encourages persons with disabilities who are interested in employment for this position and need reasonable accommodation of those disabilities to contact the Personnel Department for further information.*

**Employee will be placed on the Sulphur Springs School District Management Salary Schedule**