

CLASS SPECIFICATION
County of Fairfax, Virginia

CLASS CODE: 3207

TITLE: CHILD CARE PROGRAM ADMINISTRATOR II

GRADE: S-31

DEFINITION:

Under administrative direction, serves on the management team that plans, directs and supervises all agency programs; directs the long-range planning, operation and management of one or more broad and diversified programs; and serves as the Chief of a large division within the agency (i.e., the School Age Child Care Division, the Division of Community Education, or the Division of Family and Early Childhood Programs); and performs related work as required.

DISTINGUISHING CHARACTERISTICS OF THE CLASS:

The Child Care Program Administrator II class is distinguished from the Child Care Program Administrator I class in that the Administrator II serves on a management team which plans, directs, and implements agency and County-wide child care strategies, programs, and services; whereas, the Administrator I directs the long-range planning, operation, and management of a small division of moderate diversity; or assists the head of a major division with the overall planning, directing, and supervision of the activities of the division.

ILLUSTRATIVE DUTIES:

Supervises a staff of child care professionals and has overall responsibility for all aspects of their programs;

Supervises preparation of the division's budget and monitors program expenditures;

Evaluates the effectiveness of division programs;

Conducts service needs assessments;

Represents the agency in meetings with public and private-sector officials and with the general public;

Provides staff support to the Board of Supervisors.

As Director of the School Age Child Care Division

Develops policy and procedures on school-age child care registration, fee schedules, billing, and program eligibility;

Oversees the hiring, staffing, and supervision of a large staff of field personnel operating the school-age child care centers;

Oversees and plans for mainstreaming of special needs children;

Oversees program evaluation;

Supervises preparation of the division budget;

Supervises systems for acquisition of operating equipment and supplies;

Designs and implements a staff development program as well as evaluation procedures;

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Develops a needs assessment process to determine community need for additional centers;

Coordinates with FCPS to formulate strategies and long-range plans to provide programs for school-age children;

Coordinates expansion plans with FCPS construction schedules;

Maintains cooperative relationships with participating school principals, staff and parents;

Coordinates meeting of the sub-committee of the Child Care Advisory Council which deals with school-age care matters;

Conducts meetings with steering committees, such as the SACC Committee and the Parent Advisory Group;

Designs and edits brochures, applications, and training materials throughout the year;

Edits and supervises the preparation of the "SACC," and "Parent's Edition" newsletters;

Makes presentations on school-age child care to professionals in the field and to the general public.

As Director of the Division of Community Education

Oversees program evaluation;

Supervises preparation of the division budget;

Develops and administers the Fairfax County Employee Child Care Center and associated training sites;

Plans and implements policies and procedures for County-wide day care training and technical assistance;

Develops and monitors public and corporate contracts for provision of child care resource and referral services;

Supervises the Child Care Resource System (CCRS);

Supervises the development and production of media and training materials;

Provides agency representation for publicity and public relations;

Makes presentations to professionals in the field and to the general public;

Represents the agency at regional, state, and national meetings and conferences.

As the Director of the Division of Family and Early Childhood Programs

Supervises the administration of the County's Early Childhood Education Program (formerly, Head Start), including long-range planning, budgeting, review and approval of contracts, and monitoring of delegate agencies;

Supervises the planning and implementation of County, State, and Federal early childhood and subsidized child care programs;

Applies for, and fiscally manages Federal grants involved;

Supervises the administration of the Child Nutrition Program;

Recruits, registers and monitors day care home providers and private programs to ensure compliance with federal regulations;

Oversees training assistance to home care providers.

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REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Extensive knowledge of day care administration and child development programs;

Demonstrated skills in needs assessment and strategic planning;

Excellent skills in oral and written communication;

Demonstrated ability to plan and direct the activities of a large group of child care professionals;

Ability to plan and conduct staff development programs.

EMPLOYMENT STANDARDS:

Any combination of education, experience, and training equivalent to graduation from an accredited four-year college or university with a Bachelor's degree in Early Childhood Education, Psychology, Social Work, or a closely related field; PLUS

Five years of experience in day care administration or early childhood education;

A Master's degree may be substituted for one year of the required experience.

CERTIFICATES AND LICENSES REQUIRED:

Not applicable.

REFORMATTED/REVISED: December 3, 2007
REVISION OF EMPLOYMENT STANDARDS ONLY: December 8, 1992
ESTABLISHED: AUGUST 7, 1989