Job Description

Program Administrator of Quality Assurance and Licensing

Position Title: Director of Quality Assurance and Licensing
Responsible To: Executive Director of Early Education
Basic Function: Assumes direct responsibility for ensuring all licensed sites meet Title 22, Title 1, Title 5 and Head Start standards and regulations.

Performance Responsibilities:

The Supervisor of Quality Assurance and Licensing is a key member of the Quality and Professional Development team that works with preschool, elementary, and before/after school programs. The Supervisor will assess all licensed sites and assist Site Administrators with meeting all State regulations.

Responsibilities

- Explains and interprets state laws, rules, and associated procedures pertaining to the regulation of child care centers and licensed classrooms located at elementary sites.

- Consults with Site Managers, Principals, Assistant Principals, and/or classroom teachers on requirements of licensure.

- Processes applications for initial issuance or renewal of child care licensure for Early Education and Elementary Schools.

- Investigates, evaluates, and assist sites with environments, planned activities, developmentally appropriate curriculum, credentials of staff, and health of staff and children, for conformance to licensing rules and makes recommendations for issuance or reissuance of license.

- Works with administrators to ensure conformity with child care regulation requirements.

- Works collaboratively with Quality Team on problems related to child development, behavior, and health services.

- Assists in the professional development and improvement of the technical competence of all administrators.
- Consults with administrators to improve technical competence, provide educational materials, and resolve non-compliance issues.

- Performs child abuse and neglect co-investigations of licensed sites by; preparing reports of findings regarding rule violations and makes recommendations.

- Prepares and maintains required records pertaining to licensed activities and prepares reports as required.

- Investigates sites to bring them into compliance with licensing standards and/or makes referrals to legal section for necessary action.

- Investigates complaints and allegations from parents or other concerned citizens concerning possible violations of laws and rules governing licensure of sites.

- Works cooperatively with community officials on local licensed ordinances or related matters.

- Initiates and participates in public information and education activities to inform the public and interested special groups about licensing and regulatory rules/rationale, and related issues by means of public speaking engagements, panel discussions, and/or parent meetings.

- Attends and participates in meetings and seminars concerning problems and issues in the child care regulation field.

- Travels extensively in the performance of assigned duties.

- Exercises independence and initiative in completing assignments; receives general administrative direction; work is reviewed for attainment of objectives and conformance with prescribed policies and procedures.

- Performs other related work as assigned.

**Knowledge, Skills and Abilities (KSAs):**

1. Comprehensive knowledge of statutes, rules, policies, and procedures governing the regulations of all types of child care facilities in the State of California.

2. Intermediate knowledge of local government processes and ordinances relating to child care programs and licensing in the State of California.
3. Intermediate knowledge of child abuse, child abuse investigation, and the assessment and documentation as it applies to child care rules in the State of California.

4. Intermediate knowledge of interviewing methods and techniques related to conducting interviews and environmental investigations of child care staff and facilities.

5. Ability to accurately interpret child care rules, policies, and procedures.

Ability to:

1. Good written and oral communication skills
   a. Interact with adults and children from diverse backgrounds
   b. Communicate and maintain effective relationships with SFUSD staff, children, parents and community representatives.

2. Computer skills a must (i.e., Microsoft Word, Excel)

3. Organized, general record keeping practices

4. Maintain flexibility in work schedule to accommodate school schedules and child needs.

Minimum Qualifications:

1. Bachelor's degree from an accredited college or university with a minimum of 15 earned credit hours in one or a combination of the following: Elementary or Early Childhood Education, Sociology, Psychology, Child Development, Social Work, Nursing, or a closely related field.

2. Two or more years of professional experience in the licensing of child care facilities, elementary or early childhood education, social services for children, (e.g., child abuse and neglect complaint investigations, foster child care, resource/referral, etc.), child health services, or experience in the provision of child care in a licensed child care home or a licensed or regulated child care facility.

3. California Child Development Program Development Permit, or actively working to attain the credential w/in 6 mos.

4. Knowledge of Title 5 and Title 22 regulations; California Learning Standards;