



GLENDALE UNIFIED SCHOOL DISTRICT

223 North Jackson Street | Glendale, CA 91206

(818) 241-3111 | www.gusd.net

“Preparing our students for *their* future”

April 9, 2026

PROGRAM SUPERVISOR CHILD DEVELOPMENT & CHILD CARE PROGRAMS

DESCRIPTION

The Program Supervisor is responsible for providing leadership for preschool and school-age child development and child care programs; directing the instructional programs and operation of shared school-site facilities; providing training, evaluation, and supervision of assigned personnel; and developing and implementing all policies, regulations, and guidelines for state, federal, and locally funded programs, including preschool licensing.

MINIMUM QUALIFICATIONS

Credential

Training and emphasis in Child Development, Early Childhood Education, or K-6 teaching experience are required.

Education

- A. Child Development Program Director Permit: A minimum of two (2) years of successful supervisory experience as a site supervisor in a child development program, licensed child care center, preschool, or elementary school, and a minimum of three (3) years of successful full-time service as a preschool/K-6 teacher with supervision experience.
OR:
- B. Administrative Credential/Certificate of Eligibility: A minimum of five (5) years of successful administrative and/or teaching experience in a school/district with a licensed preschool and/or child care center. Preschool and/or K-6 teaching/supervision experience preferred.
- C. Master’s degree is preferred.

WORK YEAR

Current work year is 225, to be worked between July 1 and June 30.

SALARY SCHEDULE

Placement on the Certificated Management Salary Schedule, depending upon education and management experience. The current seven-step salary range is from \$125,685.08 to \$145,002.79.

ESSENTIAL FUNCTIONS

1. Plans, organizes, coordinates, and supervises assigned Child Development and Child Care Programs as related to the Local Control Accountability Plan (LCAP).
2. Performs a variety of personnel functions, including recruitment, selection, and evaluation of Head Teachers, Teachers, Site Leaders, and Educational Assistants.
3. Supervises and evaluates the performance of all assigned personnel in accordance with the District's adopted uniform guidelines for evaluation and assessment.
4. Plans, organizes, and conducts professional development for all staff, including orientation of new staff.
5. Collaborates with school site principals regarding the preschool and childcare programs housed at each school site.
6. Guides development of preschool center plans and organizational procedures, in compliance with Title 5, Title 22, and District guidelines, for the health, safety, discipline, and conduct of students.
7. Plans for effective purchase and use of curriculum materials, equipment, instructional supplies, building facilities, and school grounds.
8. Plans and conducts staff meetings and attends meetings and workshops pertaining to assignments.
9. Prepares written reports, summaries, correspondence, and literature for the public using appropriate business writing conventions.
10. Provides articulation with related District and community programs and serves as an advisor in program-related matters.
11. Organizes and participates in activities with the Parent/Guardian Advisory Council and plans parent/guardian education activities.
12. Monitors expenditures, enrollment, and attendance, and fee collection, and assists in preparing and monitoring budgets for Child Development and Child Care Programs.
13. Responsible for State funding applications and reports for CCTR, CSPP, ELOP, and ASES grants, and ensures compliance with federal, state, and district guidelines.
14. Works collaboratively and utilizes effective problem-solving techniques and conflict resolution models.
15. Communicates effectively both orally and in written form.
16. Initiates system and procedural changes as required to ensure the successful operation of all areas of responsibility.
17. Leads a dynamic Expanded Learning Opportunities Program (ELOP) that supports student success through engaging, safe, and enriching before and after-school experiences.
18. Works collaboratively with the Director, fellow Supervisors, and staff to ensure the effective operations of the department as a whole.
19. Responds to requests for after-hour supervision of students in cases of emergency and during assigned on-call week.
20. Maintains personal and professional growth in order to supervise and evaluate staff in the implementation of research-based practices to maintain a quality program.
21. Performs other duties as assigned.

KNOWLEDGE, ABILITIES, AND PERSONAL CHARACTERISTICS

1. Knowledge of the developmental needs of early education school students, including an understanding of appropriate behavior management strategies.
2. Knowledge of and ability to implement a cognitively challenging instructional program to early education students.
3. Ability to differentiate instruction to meet the learning needs of all students.
4. Knowledge of pedagogy and content for effective instruction at the early education level.
5. Ability to communicate effectively by providing clear, concise instruction using academic language.
6. Ability to listen without bias and provide appropriate feedback.
7. Ability to demonstrate proficiency in written and oral English.
8. Knowledge of methods for effective collaboration and the ability to work collaboratively with all stakeholders.
9. Ability to work effectively with all racial, ethnic, linguistic, economic, and disability groups.
10. Demonstrate understanding, patience, and approachability toward students, parents, and colleagues.
11. Oral and written proficiency in a second language is preferred.

SUPERVISION

Under the direction of the Director of Child Development & Child Care (CDCC).

APPLICATION PROCEDURES

1. Application Materials

All applicants must submit a letter of introduction, a resume of training and qualifications, a copy of a valid California Administrative Services credential or Certificate of Eligibility, and five (5) current references.

2. Application Submission Deadline

All application materials must be submitted via the Frontline online platform **no later than 9:00 a.m. on Thursday, April 23, 2026.** Applications submitted directly to Human Resources will not be accepted.

3. Personal Interviews

After initial screening of all applications, selected candidates will be contacted for a personal interview with district administration.

ADDITIONAL INFORMATION

This job description is not a complete statement of essential functions and responsibilities. The Glendale Unified School District retains the discretion to add or change typical duties of a position at any time.

STATEMENT OF NON-DISCRIMINATION (Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972 Section 504 of the Rehabilitation Act of 1973): The Board of Education is committed to equal opportunity for all individuals in education. District programs, activities and services shall be free from unlawful discrimination, harassment (including sexual harassment), intimidation, and/or bullying based on actual or perceived sex, race or ethnicity, color, national origin, nationality, religion, age, sexual orientation, sexual preference, ancestry, ethnic group identification, gender, gender expression, gender identity, physical or mental disability, marital or parental status, or on the basis of a person's association with a person or group with one or more of these actual or perceived characteristics, or sexual harassment in any district service, program and/or activity that receives or benefits from state financial assistance. The Board shall promote programs which ensure that unlawful discriminatory practices are eliminated in all district activities. The District will take steps to assure that the lack of English will not be a barrier to admission and participation in district programs. A copy of the District's Uniform Complaint Policy is available by calling (818) 241-3111, ext. 1457. Complaints alleging noncompliance with this policy of nondiscrimination should be directed to the following personnel:

Title IX Coordinator – Dr. Kelly King, 223 N. Jackson, (818) 241-3111 ext 1209, titleix@gusd.net

Section 504 Coordinator – Dr. Narineh Khemichian, 223 N. Jackson, (818) 241-3111 ext 1500, nkhemichian@gusd.net

Title II/ADA: Dr. Kelly King, 223 North Jackson, (818) 241-3111 ext 1209, kking@gusd.net