

**MURRIETA VALLEY UNIFIED SCHOOL DISTRICT  
JOB DESCRIPTION**

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**TITLE:                    DIRECTOR OF FAMILY SERVICES**

**QUALIFICATIONS**

Knowledge of

1. Federal, state, and local laws, codes, and statutes related to early childhood education, school-age before and after school, and parent/family education programs.
2. Principles, trends, methods and procedures pertaining to early childhood education, school-age before and after school and parent/family education programs.
3. General concepts of life span human development including but not limited to: child growth/development, human development, family relations, child behavioral characteristics, positive parent/child relationships, early childhood education/school age child care administration, early childhood education/school-age child care curriculum, and exemplary community-wide parenting projects.
4. Competency and skills involving interpersonal/group dynamics, conflict resolution, and appropriate positive customer and community relations.
5. Principles and practices of administration, supervision and training.
6. Classified Bargaining Unit contract and negotiation techniques.
7. District organization, operations, policies, and objectives.
8. Interpersonal skills using tact, patience, and courtesy.
9. Budget preparation and control.
10. Effective public speaking techniques.
11. Oral and written communication skills.
12. Operation of early childhood education, school-age before and after school, and parent/family education programs.
13. Strong skills in English usage, writing, and math.
14. Grant research, writing and administration techniques.
15. State, federal and district laws, rules, and regulations relating to early childhood education, school age before and after school, and parent education programs.

Ability to

1. Effectively and efficiently develop, organize, and/or implement early childhood education, school age before and after school, and parent/family education programs.
2. Interpret, analyze, and apply legal mandates, policies, regulations, guidelines pertaining to Family Services programs.
3. Work effectively with state, federal and local agencies in the development of programs, policies, or procedures to the mutual benefit of the district and the community.
4. Work independently with minimum direction.
5. Analyze complex problems and develop effective and efficient solutions.
6. Develop policies and procedures related to Family Services programs.
7. Coordinate, develop, and /or conduct workshops and training seminars.
8. Meet schedules and timelines
9. Efficiently and effectively plan and organize work,

10. Prepare narrative and statistical reports as required.
11. Analyze situations accurately and adopt effective course of action.
12. Effectively plan for and deal with change.
13. Present and maintain a pleasant appearance and demeanor.
14. Perform the job functions in the job description.
15. Effectively and efficiently direct and/or supervise a variety of personalities with a minimum of disruption.
16. Work successfully with a diverse group of people.
17. Communicate effectively both in oral and written forms.
18. Establish and maintain cooperative working relationships.
19. Utilize current technology to communicate and interpret data effectively.
20. Collect, investigate, and analyze data and prepare clear and concise reports related to Family Services programs.
21. Handle all matters in a tactful, courteous, and confidential manner so as to maintain and/or establish good public relations.
22. Establish and maintain cooperative work relationships with those contacted in the performance of required duties.
23. Direct the development and implementation of policies and procedures for Family Services programs.
24. Direct the development and review the preparation of the annual budget for Family Services.
25. Interpret and apply provisions of State Education Code and other various regulatory agencies.

#### Training and Experience

1. Graduation from a recognized college or university with a degree in education, early childhood education, administration or a closely related field.
2. Five years experience early childhood education, school age child care and/or family relations preferably in a school district, supplemented by coursework, training or workshops in early childhood education, school age child care, family relations or related fields.
3. Current (American Heart Association or American Red Cross approved) First Aid Certificate and CPR Certificate.
4. Any other combination of education and experience likely to achieve skills, knowledge, abilities and traits may be considered.

**REPORTS TO:** Assigned Administrator

**JOB GOALS:** Under the direction of the assigned administrator, the Director of Family Services shall be responsible for the planning, organizing, and coordinating of Family Services programs including early childhood education, school age before and after school, camp, and parent/family education programs.

**ESSENTIAL FUNCTIONS**

1. Assumes responsibility and provides leadership for the development, implementation, and supervision of the early childhood education, school-age before and after school and parent education programs following established procedures, practices, and methods to ensure adherence to laws, regulations, and policies.
2. Compiles and analyzes data to develop and recommend policies and administrative regulations regarding early childhood education, school age child care and parent education programs.
3. Maintains high standards through the direction and approval of all Family Services programs with emphasis on appropriate child and family development principles and practices and
4. Articulates Family Services' programs quality to funders, regulatory agencies, families and the community.
5. Directs and approves Family Services' programs work plan and calendar.
6. Confers with administrative and supervisory personnel on Family Services' program concerns.
7. Reviews with supervisors, the selections and plans for appropriate and effective children's activities, facilities, food and equipment.
8. Assumes responsibility for the quality of Family Services programs based on the use of current standardized age/development appropriate practices.
9. Directs short term and long-range planning for Family Services programs.
10. Handles or directs complaints and requests for information from parents and citizens relating to Family Services programs.
11. Prepares and submits reports as required. Checks various operational reports for accuracy.
12. Assumes responsibility for the security of revenues until turned over to proper authorities.
13. Reviews various operational reports for completeness and accuracy.
14. Directs Family Services programs cost containment activities.
15. Assumes responsibility for the establishment of the budget for Family Services programs and monitors the various programs to assure adherence.
16. Confers with leadership team developing an overall Family Services staffing plan; directing the addition of new employees, training, evaluation and disposition of Family Services' employees.
17. Assumes responsibility for the development and implementation of workshops, in-service trainings, seminars and conferences.
18. Direct supervision and evaluation of Family Services supervisors, coordinator, and district support employees.
19. Collaborates with other MVUSD department whenever possible and serves as a liaison between Family Services and other MVUSD departments.
20. Participates in District in-service training as required.

**ESSENTIAL FUNCTIONS** (continued)

21. Knows and understands the Mission and Core Values of the district.
22. Performs other related duties as assigned.

**PHYSICAL ABILITIES**

1. Visual ability to read handwritten or typed documents and the display screen of various office equipment and machines.
2. Able to conduct verbal conversation in English or other designated language.
3. Able to hear normal range verbal conversation (approximately 60 decibels.)
4. Able to sit, stand, stoop, kneel, bend, and walk.
5. Able to sit for sustained periods of time.
6. Able to climb slopes, stairs, steps, ramps, and ladders.
7. Able to lift up to ten (10) pounds frequently, and twenty (20) pounds occasionally.
8. Able to carry up to ten (10) pounds frequently, and twenty (20) pounds occasionally.
9. Able to push and pull objects weighing up to forty (40) pounds.
10. Able to exhibit full range of motion for shoulder external rotation and internal rotation.
11. Able to exhibit full range of motion for shoulder abduction and adduction.
12. Able to exhibit full range of motion for elbow flexion and extension.
13. Able to exhibit full range of motion for shoulder extension and flexion.
14. Able to exhibit full range of motion for back lateral flexion.
15. Able to exhibit full range of motion for hip flexion and extension.
16. Able to exhibit full range of motion for knee flexion.
17. Able to operate a motor vehicle in a safe and effective manner.

**SPECIAL REQUIREMENTS**

1. Must use safety equipment and devices designated for this position.
2. Possession and maintenance of a valid state of California Driver's License; have an acceptable driving record; and be insurable at standard rates by the District's insurance carrier and maintain such insurability during the course of employment.

**TERMS OF EMPLOYMENT:** Twelve-month work year  
Classified Management

**MURRIETA VALLEY UNIFIED SCHOOL DISTRICT  
DIRECTOR OF FAMILY SERVICES**

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**EVALUATION:** Performance of this job will be evaluated in accordance with Board of Education policy and provisions for professional personnel. The evaluation will be completed by the Assigned Administrator.

Approved by: Board of Education  
Amended by: Board of Education

Date:  
Date:

**MURRIETA VALLEY UNIFIED SCHOOL DISTRICT IS AN  
EQUAL OPPORTUNITY EMPLOYER**

**MURRIETA VALLEY UNIFIED SCHOOL DISTRICT IS A  
TOBACCO-FREE, DRUG-FREE WORKPLACE**