

DIRECTOR, CHILD DEVELOPMENT CENTER

JOB SUMMARY

Under the general direction of the area administrator, responsible for the daily operations, supervision, and overall administration of the center that serves as the training/laboratory program for the Child Development and Education (CDE) department, which aligns with the Child Development Education Department. The Director ensures the CDEC Department Learning Outcomes are reflected in center practices and operations.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements and duties does not exclude them from the position if the work is similar, related, or a logical assignment to this class.

1. Directly responsible for the daily operations of the center in accordance with applicable policies, procedures, and regulations; plan, organize, implement and effectively administer the programs of the Child Development Center; establish operational goals and objectives; administer a program of self-evaluation to evaluate and improve services; develops and recommends program policies and procedures; and effectively coordinates center operations with instructional curriculum and District administration.
2. Develop, recommend and implement policies and procedures for the effective and efficient operation of the center in alignment with the Child Development and Education Department's curriculum.
3. Collaborate closely with discipline faculty to ensure integrity of the laboratory center model and consistency between academic course content and center policies, practices, and procedures; serve as site liaison between the CDC and the ECE instructional program and other departments and agencies.
4. Develop and oversee budgets for the center and maintain fiscal controls and monitor expenditures; assist in preparing grant applications to seek outside funding to support center operations.
5. Oversee the on-going Agency Self-Review process (including but not limited to the completion of ECERS/ITERS Environmental Rating Scales, Desired Results Developmental Profiles, maintaining CMR files, Parent Evaluations, and the submission of the final report); comply with current state, federal and local regulations relating to CDC operations, including funding terms & conditions.
6. Administer licensing regulations/funding terms/conditions for variety of funding sources; compile and ensure all programmatic and fiscal reports for all federal, state and local contracts and grants are completed and submitted in a timely and accurate manner.
7. Select, train, supervise, and evaluate the performance of assigned personnel; plan and implement development and training opportunities for assigned personnel; ensure adequate coverage is maintained at the center.
8. Ensure that the centers' facilities and equipment provide a safe and appropriate environment for students, children, families, and staff.

9. Develop and maintain a comprehensive Emergency Procedures plan (including but not limited to maintaining current records, acquiring emergency supplies, and training of the staff).
10. Work with the Site Supervisor to plan and implement parent education that meets the goals of the Agency Self-Review and that serve the needs of the families of the center (i.e. Parent Advisory Committee meetings, parenting seminars, newsletters and other written communication).
11. Provide leadership in communicating the mission and purpose of the Child Development and Education Centers to the District and community constituencies.
12. Through professional affiliations, understand and implement center operations based on current regulations, research and practices pertaining to all areas of responsibility with emphasis given to professional growth opportunities that relate to Title 5 funding and Title 22 licensing requirements.
13. Performs other related duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of:

1. Developmentally appropriate practices and theory in early childhood education based on current research, NAEYC, California Department of education's Early Childhood Educators Competencies.
2. Strong interpersonal skills.
3. Applicable laws, policies, regulations and rules governing the operation of a child development and teacher training center.
4. Budgeting systems and practices.
5. Basic principles and practices of supervision.
6. Correct English usage, spelling, grammar and punctuation.
7. Adult learning principles.
8. Integrating educational technology solutions.

Skills in:

N/A

Ability to:

1. Identify and provide resources for families and children with special needs.
2. Manage a diverse workforce.
3. Implement policy and procedure that will contribute to the care, growth and development of preschool and infant/toddler children.
4. Interpret and apply complex codes and regulations.
5. Establish and maintain effective working relationships with those contacted in the course of work.
6. Effectively communicate orally and in writing.
7. Develop partnerships across organizations.
8. Use multiple computer programs, including but not limited to Word and Excel.
9. Establish and maintain cooperative and effective working relationships.
10. Demonstrate sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds of community college students, faculty, and staff.

QUALIFICATIONS AND REQUIREMENTS

Education and Experience:

1. A Bachelor's degree from an accredited institution in child development, early childhood education, human development, home economics/family and consumer studies with a specialization in child development/early childhood education; **AND**
2. Three (3) years of full-time professional experience in a child care center environment at the Master Teacher level or above; **AND**
3. Possession of a current Site Supervisor Permit or higher (issued by the California Commission of Teacher Credentialing).

Licenses and Certifications:

Travel will be required for this position between District locations. Incumbent will be responsible for securing transportation to assigned locations.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals to perform the essential job functions.

Environment: Work is performed primarily in a standard office setting and may travel from site to site.

Physical: Primary function requires sufficient physical ability and mobility to work in an office setting and travel from site to site; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach and twist; to lift carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movements and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

Vision: See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents; and to operate assigned equipment.

Hearing: Hear in the normal audio range with or without correction.