



## Position Description

<b>Position:</b> Director, Child Development Center	<b>Position Number:</b> M-_____
<b>Department/Site:</b>	<b>FLSA:</b> Exempt
<b>Evaluated by:</b> Dean of Social and Behavioral Sciences	<b>Salary Range:</b> _____

### **General Description**

Under the direction and supervision of a dean, this full-time, categorically-funded director supervises the operation of the Child Development Center serving 400 children, including an Infant/Toddler Program and the student laboratory associated with the Early Childhood Education Instructional Program. In addition, the director supervises, evaluates, and schedules over 200 staff including childcare permit teachers, specialists, nurse, classified staff and student employees. Oversee grant-funded programs, including but not limited to, Foster Parent Education, Independent Living Program, Early Childhood Career Ladder Program, State Preschool, General Child Development, and others. Supports students in training; and performs other duties related to the Child Development Center. Specific state funding solely supports this classified management position; therefore, the existence of the program and this position are dependent upon that continued funding.

### **Essential Duties and Responsibilities**

- Insures compliance with district, state and federal regulations.
- Recommends and implements policy for the Child Development Center.
- Prepares written policies and procedures for the Center's operation, consistent with all applicable regulation and college policy.
- Engages in continuous program evaluation with staff and plans for program improvements.
- Submits all required data and reports in a timely manner.
- Assures that all records are in compliance with funding and/or regulatory agencies.
- Supervises the development and implementation of the curriculum for children within the program.
- Knowledgeable about current research in the field of Child Development and is able to apply the information to the program.
- Demonstrates respect for families, children and staff.
- Acts in accordance with the ethics of the profession.
- Prepares and submits annual budget within the constraints of the funding of the Center; supervises the expenditures of the budget.
- Oversees grant funded programs including, but not limited to, Foster Parent Education, Careers in Early Childhood Training, State Preschool, General Child Development, and others.
- Writes and applies for grants to fund quality improvements as appropriate.
- Supervises the planning and implementation of the nutritional component of the program.
- Participates in the college's hiring procedures to staff vacancies in the Center when appropriate.



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- Provides leadership, direction, evaluation, and appropriate disciplinary measures to the Child Development Center staff in accordance with College policy.
- Supports and/or develops professional growth opportunities for Center staff.
- Coordinates with college instructional staff to assure student access to the Center to support student learning.
- Works cooperatively with faculty in curriculum development and department evaluation as it relates to the operation of the Child Development Center.
- Serves on college committees, sharing the perspectives of the Child Development Center and develops an understanding of the perspectives of other departments.
- Works closely with CalWORKs to support access to child care.
- Works cooperatively and closely with the Office of Fiscal Services regarding the maintenance of the Center's budget, tracking of grant monies, and the expenditures approved by the District.
- Provides for an appropriate level of childcare for staff.
- Makes presentations to the community regarding the Child Development program when appropriate.
- Other duties as assigned.

### **Minimum Qualifications**

- Evidence of sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college staff and students.
- Master's degree in Early Childhood Education or related field.
- Possession of or eligibility for a Child Development Permit--Program Director level. Program Director permit must be applied for immediately upon hire.
- Earned degrees received from an accredited institution or an equivalent foreign institution by submission date.
- Foreign transcripts translated and evaluated in English by a bonafide evaluation service within the United States.
- Two years experience as an administrator or second-level supervisor of a child development program.

### **Preferred Qualifications**

- Experience as an administrator or second-level supervisor of a state funded child development program, preferably in an educational setting.
- Experience in writing policies and procedures for a Children's Center.
- Experience in the preparation and submission of a Center budget and supervision of the expenditures of the budget.
- Experience in successfully writing grant proposals.
- Experience in managing grant-funded programs.
- Knowledge of Program for Infant Toddler Caregivers (PITC).