

## **DIRECTOR, CHILD DEVELOPMENT CENTER**

### **DEFINITION**

Under administrative direction, plans, organizes, manages, and provides administrative direction and oversight for all programs, operations, and activities of the Child Development Center; coordinates assigned activities with other District departments, divisions, outside agencies, and the public; provides highly responsible and complex professional assistance to the Dean, Business in areas of expertise.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives administrative direction from the Dean, Business. Exercises general direction and supervision over professional, technical, and administrative support staff.

### **CLASS CHARACTERISTICS**

This is a Director classification that oversees, directs, and participates in all activities of the Child Development Center, including short- and long-term planning and development and administration of departmental policies, procedures, and services. This class provides assistance to the Dean, Business in a variety of administrative, coordinative, analytical, and liaison capacities. Successful performance of the work requires knowledge of education policy and District functions and activities and the ability to develop, oversee, and implement projects and programs in a variety of areas. Responsibilities include coordinating the activities of the Center with those of other departments, divisions, and outside agencies and managing and overseeing the complex and varied functions of the Center. The incumbent is accountable for accomplishing Center planning and operational goals and objectives and for furthering District goals and objectives within general policy guidelines. This class is distinguished from the Dean, Business in that the latter has overall management responsibility for all department academic programs, functions, and activities, for accomplishing departmental planning and operational goals and objectives, and for furthering District goals and objectives within general policy guidelines.

### **EXAMPLES OF ESSENTIAL FUNCTIONS (Illustrative Only)**

- Assumes full management responsibility for Child Development Center programs, services, and activities.
- Develops, directs, and coordinates the implementation of goals, objectives, policies, procedures, and work standards for the Center; establishes, within District policy, appropriate budget, service, and staffing levels.
- Manages and participates in the development and administration of the Center's annual budget; directs the forecast of additional funds needed for staffing, equipment, materials, and supplies; directs the monitoring of and approves expenditures; directs and implements adjustments as necessary; coordinates and oversees the collection and accounting of Center fees.
- Selects, trains, motivates, and directs Center personnel; evaluates and reviews work for acceptability and conformance with department standards, including program and project priorities and performance evaluations; works with employees on performance issues; implements discipline and termination procedures; responds to staff questions and concerns.
- Contributes to the overall quality of the Center's service by developing, reviewing, and implementing policies and procedures to meet legal requirements and District needs; continuously monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; assesses and monitors the distribution of work, support systems, and internal reporting relationships; identifies opportunities for improvement; directs the implementation of change.
- Coordinates communications, programs, and services between the Child Development Center, Child Development instructional program, students, parents, outside and governmental agencies, and the

- public; ensures proper and timely resolution of Child Development Center issues, complaints, and conflicts.
- Develops, implements, and conducts training sessions and in-services concerning Child Development Center programs and services; prepares and delivers oral presentations; explains related principles, theories, standards, practices, policies, and procedures; directs and participates in the preparation and distribution of related training, instructional, and informational materials.
  - Oversees and ensures all areas of the program are in compliance with required curriculum standards, funding, licensure, accreditation, and District standards, including the United States Department of Agriculture (USDA) Child Care Food Program and licensing, National Association for the Education of Young Children (NAEYC) accreditation, and the State Credit Monitoring Review (CMR).
  - Provides technical information and assistance to the Dean, Business regarding Child Development Center programs, services, needs, and issues.
  - Directs the oversight of the Infant/Toddler Environment Rating Scale (ITERS), Early Childhood Environment Rating Scale, and Desired Results Developmental profile; oversees development of education plans and plans of action.
  - Represents the Center to funding, licensing, and accreditation agencies as needed.
  - Directs the development and coordination of a tracking and payment system for Alternative Payment participants; communicates with various agencies responsible for administering Alternative Payment programs.
  - Directs the development and implementation of an assessment/screening for special education referrals; coordinates support services for children with special needs or families with crises and emergencies.
  - Serves as a liaison for the department with other District departments, divisions, and outside agencies; attends meetings in various locations; serves on various committees and task forces; participates in community events and workshops that provide information regarding departmental programs, projects, and services.
  - Attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of child development as it relates to the area of assignment.
  - Oversees and directs the maintenance of working and official departmental files.
  - Monitors changes in laws, regulations, and technology that may affect District or departmental operations; implements policy and procedural changes as required.
  - Responds to difficult and sensitive public inquiries and complaints and assists with resolutions and alternative recommendations.
  - Provides a working and learning environment that is free from prohibited discrimination, harassment and retaliation (DHR), and provided by applicable law and District policies. Attends District mandated DHR training and participates in DHR investigations as directed. Prevents discrimination and harassment and retaliation against individuals who bring these complaints forward through recognizing and reporting possible incidents to the Director of Equal Employment Opportunity Programs in Human Resources.
  - Learns and applies emerging technologies and, as necessary, to perform duties in an efficient, organized, and timely manner.
  - Performs other related duties as assigned.

## **QUALIFICATIONS**

### **Knowledge of:**

- Administrative principles and practices, including goal setting, program development, implementation, and evaluation.
- Budget development, administrative practices, and organizational and management practices as applied to the analysis and evaluation of projects, programs, policies, procedures, and operational needs.

- Principles and practices of employee supervision, including work planning, assignment, review and evaluation, and the training of staff in work procedures.
- Principles, practices, and techniques of child development programs and services.
- Applicable Federal, State, and local laws, regulatory codes, ordinances, and procedures relevant to child development center operations, including Title V and Title XXII regulations.
- Methods and techniques for the development of presentations, business correspondence, and information distribution; research and reporting methods, techniques, and procedures.
- Principles and procedures of record keeping, technical report writing, and preparation of correspondence and presentations.
- Modern office practices, methods, and computer equipment and applications.
- English usage, spelling, vocabulary, grammar, and punctuation.
- Techniques for effectively representing the District in contacts with governmental agencies, community groups, and various business, professional, educational, regulatory, and legislative organizations.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, students, and District staff, including individuals of various ages, disabilities, socio-economic and ethnic groups.

#### **Skills & Abilities to:**

- Develop and implement goals, objectives, policies, procedures, work standards, and internal controls for the department and assigned program areas.
- Provide administrative and professional leadership and direction for the Center and the District.
- Prepare and administer large and complex budgets; allocate limited resources in a cost effective manner.
- Interpret, apply, explain, and ensure compliance with Federal, State, and local policies, procedures, laws, and regulations, and rules and procedures of the Child Development Center.
- Plan, organize, direct, and coordinate the work of professional and technical personnel; delegate authority and responsibility.
- Select, train, motivate, and evaluate the work of staff and train staff in work procedures.
- Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
- Effectively administer a variety of child development programs, services, and activities.
- Effectively represent the District and the Center in meetings with various educational, business, professional, regulatory, and legislative organizations.
- Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
- Conduct complex research projects, evaluate alternatives, make sound recommendations, and prepare effective technical staff reports.
- Establish and maintain a variety of filing, record keeping, and tracking systems.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
- Operate modern office equipment including computer equipment and specialized software applications programs.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Understand scope of authority in making independent decisions.
- Review situations accurately and determine appropriate course of action using judgment according to established policies and procedures.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

#### **Education and Experience:**

*Any combination of training and experience which would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:*

Equivalent to graduation from a regionally accredited four-year college or university with major coursework in early childhood education, child development, or a related field and five (5) years of experience in managing or overseeing a child development center.

**Licenses and Certifications:**

- Possession of, or ability to obtain, a valid California Driver's License by time of appointment.
- Possession of, or ability to obtain, valid First Aid Certificate and CPR Certificate for infant, child, and adult.
- Possession of, or ability to obtain, certification as licensed school-age childcare site director issued by the State of California.

**PHYSICAL DEMANDS**

Must possess mobility to work in classroom setting, use standard classroom equipment, including a computer; to operate a motor vehicle and to visit various District and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This is primarily a sedentary office classification although standing and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 40 pounds.

**ENVIRONMENTAL ELEMENTS**

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Incumbents may be exposed to blood and body fluids rendering First Aid and CPR or when tending to children's hygiene. Employees may interact with staff, students, and/or the public in interpreting and enforcing departmental policies and procedures.