

SOUTHWESTERN COMMUNITY COLLEGE DISTRICT

CLASS TITLE: DIRECTOR, CHILD DEVELOPMENT CENTER

DEFINITION

Under general direction, plans, organizes, and directs the Child Development Center/Laboratory School (CDC Lab School) to provide care and education to pre-kindergarten age children; plans, develops, and delivers laboratory observations and practicum work opportunities for Family Studies students in alignment with curriculum; coordinates and oversees District-wide initiatives in support of CDC children and their families; provides highly responsible and complex professional assistance to a Dean, Higher Education Center in areas of expertise; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from a Dean, Higher Education Center. Provides general direction and supervision to professional and administrative support staff.

CLASS CHARACTERISTICS

This is a Department Director classification that oversees, directs, and participates in all activities of the CDC Lab School, including short- and long-term planning and development and administration of program policies, procedures, and services. This classification provides assistance to a Dean, Higher Education Center 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 support of the children and families of the CDC and Family Study students. Responsibilities include managing and overseeing the complex and varied functions of the CDC/Lab School and coordinating activities of the CDC/Lab School with those of other departments and agencies. The incumbent is accountable for accomplishing departmental planning and operational goals and objectives and for furthering District goals and objectives within general policy guidelines. Assignments allow for a high degree of administrative discretion in their execution.

EXAMPLES OF TYPICAL FUNCTIONS (Illustrative Only)

Management reserves the rights to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

1. Assumes management responsibility for CDC Lab School programs, services, and activities, including the delivery of comprehensive child development and care services;
2. Ensures CDC Lab School's environment meets compliance with relevant State and federal laws, including Americans with Disabilities Act (ADA) requirements.
3. Interprets Individualized Educational Plans (IEP) and provides recommendations as necessary; confers with teaching staff regarding children's behavioral or learning problems and recommends methods of modifying inappropriate behavior and encouraging learning experiences; facilitates additional support for children, families and staff.
4. Collaborates with Family Studies faculty to plan and develop curriculum to assure the philosophy, policies, programs and methods of the CDC Lab School support the pedagogy of the Family Studies program; addresses student needs and requirements for lab observations and practicum course work.
5. Directs program development and reviews; monitors, evaluates, and adjusts programs to enhance educational effectiveness and address students' needs; coordinates outcome-based assessments, planning and development of CDC Lab School programs and services.

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6. Develops, directs, and coordinates the implementation of goals, objectives, policies, procedures, and work standards for the CDC Lab School; within District policy, establishes appropriate budget, service, and staffing levels.
7. Oversee the CDC Lab School's accreditation and licensing, ensuring compliance with accreditation and licensing standards; prepare accreditation and licensing reports; coordinate accreditation and licensing site visits; serve as liaison between the District and the CDC Lab School's accreditation and licensing agencies.
8. Manages and participates in the development and administration of the CDC Lab School's annual budget; applies for and manages grant funding; 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.
9. Selects, trains, motivates, and directs CDC Lab School staff; evaluates and reviews work for acceptability and conformance with state and departmental standards, including program and project priorities; conducts performance evaluations; coaches employees toward improved performance; implements discipline and termination procedures; responds to staff questions and concerns.
10. Identifies challenges and barriers to the success of CDC children and their families; connects students with additional resources, both internal and external, as needed.
11. Coordinates communications, programs and services between the CDC Lab School, Family Studies students, parents, private and governmental agencies, and the public; ensures proper and timely resolution of CDC Lab School issues, complaints, and conflicts.
12. Represents the CDC Lab School to funding, licensing, and accreditation agencies; oversees and ensures program compliance with state, county, and federal regulations and laws; provides accurate reporting of program data to state and county regulatory agencies.
13. Ensures CDC Lab School's compliance with California Community Care Licensing, Health and Human Services and Child Protective Services regulations related to classrooms, student lab rooms, playground safety, evacuation drills, record keeping ratios, fingerprinting, student health records, and child special circumstances including health issues and court orders.
14. Develops and implements marketing and outreach plans for prospective families, both internal and external; prepares and updates brochures, social media sites, web sites, newsletters, and flyers; plans conferences, workshops and guest speakers to promote center enrollment; cultivates strong customer relationships by providing attentive service to current and prospective families.
15. Collaborates with a variety of private and governmental childcare agencies that support income-eligible programs in order to ensure the CDC Lab School program's eligibility.
16. Serves as a liaison for the department with other District 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.
17. Attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of child development and early childhood education as it relates to the area of assignment.
18. Oversees and directs the maintenance of working and official files.
19. Monitors changes in laws, regulations, and technology that may affect District or departmental operations; implements policy and procedural changes as required.
20. Performs related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Administrative principles and practices, including goal setting, budget development, program development, implementation, and evaluation.

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- Organizational and management practices as applied to the analysis and evaluation of projects, programs, policies, procedures, and operational needs.
- Current theories and practices of early childhood education, child development, and child behavior.
- Principles, practices, and techniques of child development programs and services, including licensing policies and procedures.
- State and National Association for the Education of Young Children (NAEYC) accreditation procedures, practices, and standards.
- Theories, principles, and practices associated with higher education curricula and instruction, student support services, student learning, and student success.
- Development, implementation, and assessment of student learning and/or service area outcomes.
- Principles and practices of employee supervision, including work planning, assignment, review, and evaluation, and the training of staff in work methods and procedures.
- Applicable federal, state, local, and District laws, regulations, ordinances, policies, and procedures relevant to assigned programs, projects, and operations.
- Contemporary issues of inclusion, social justice, diversity, access, and equity as related to higher education.
- Methods and techniques for the development of presentations, business correspondence, research, and reporting, and information distribution.
- English usage, spelling, vocabulary, grammar, and punctuation.
- Modern office practices, procedures, technology, and computer equipment and applications, including word processing, database, and spreadsheet applications.
- Principles and practices of record keeping.
- 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 interacting with students, staff, faculty, representatives of outside organizations, and members of the public, including individuals of diverse academic, socioeconomic, ethnic, religious, and cultural backgrounds, physical ability, and sexual orientation.

Ability to:

- Provide administrative and professional leadership and direction for the CDC Lab School.
- Develop and implement goals, objectives, policies, procedures, and work standards for the CDC Lab School.
- Develop and monitor budgets and effectively utilize resources.
- Demonstrate sensitivity to and understanding of the diverse academic, socioeconomic, cultural, physical ability, and ethnic backgrounds of community college students.
- Interpret, apply, explain, and ensure compliance with applicable federal, state, local, and District laws, regulations, ordinances, policies, and procedures.
- Select, train, motivate, and evaluate the work of staff; train staff in work methods and procedures.
- Delegate authority and responsibility.
- Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
- Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
- Gather and analyze data, evaluate alternatives, and make sound recommendations.
- Maintain accurate databases, records, and files.
- Effectively manage priorities in complex and diverse operational units.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Understand scope of authority in making independent decisions.

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- Use tact, initiative, prudence, ethics, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.
- Provide leadership and work collaboratively and productively with all stakeholders, including CDC families, faculty, students, administrators, staff, unions, and the community.

EDUCATION AND EXPERIENCE:

A typical way to obtain the required qualifications would be:

Equivalent to a bachelor's degree in child development, early childhood education, human development, or a related field which includes 12 Early Childhood Education core semester units and 3 units in Early Childhood Administration **AND** four (4) years of preschool teaching and two years of administration experience in a licensed child care center.

LICENSES AND CERTIFICATIONS:

Possession of, or ability to obtain, a valid First Aid Certificate and CPR Certificate for infant, child, and adult.

DISTRICT VALUES

Incumbents in District positions are expected to exhibit an equity-minded focus, responsiveness, and sensitivity to and understanding of the diverse academic, socioeconomic, cultural, gender identity, sexual orientation, and ethnic backgrounds of community college students, and employees, including those with physical or learning disabilities, and successfully foster and support an inclusive educational and employment environment.

PHYSICAL DEMANDS

Must possess mobility to work in a classroom setting and use standard classroom equipment, including a computer; vision to read printed materials and a computer screen and to observe young children; and hearing and speech to communicate in person and over the telephone. The incumbent works in both office and classroom settings, with sitting, standing, and walking all regularly required. Finger dexterity is needed to access, enter, and retrieve data, using a computer keyboard, and to operate standard office equipment. The incumbent regularly bends, stoops, and kneels, and occasionally runs or climbs, in the performance of work duties. Incumbent must possess the ability to lift, carry, push, and pull materials, persons, and objects up to 50 pounds.

ENVIRONMENTAL ELEMENTS

Incumbent works in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Incumbent also works in classroom and outdoor environments with high noise levels; when outdoors, incumbent may be exposed to insects and inclement weather. Incumbent may be exposed to blood and bodily fluids while rendering First Aid or CPR or when tending to children's hygiene needs, which requires the use of personal protective equipment (gloves). Incumbent may also be exposed to common childhood diseases and infestations. Incumbent may interact with abusive individuals in the course of work.

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