

DESERT COMMUNITY COLLEGE DISTRICT

CHILD DEVELOPMENT CENTER MANAGER

BASIC FUNCTION

Plans, manages, supervises, and coordinates the implementation of high quality, comprehensive and developmentally appropriate early care and educational programs, as well as the operation of the Child Development Center coordinate activities with other divisions and departments.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from assigned area administrator. Exercises supervision over assigned District personnel.

EXAMPLES OF TYPICAL JOB FUNCTIONS

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

1. Provides day-to-day leadership in all aspects of assigned Child Development Center; ensures compliance with state and local regulatory agencies and District policies; interprets and implements mandatory regulations, including Title 5 and Title 22; maintains health and safety standards including food program, universal health precautions, emergency preparedness and facility and equipment safety.
2. Engages children and provides instructional strategies to facilitate learning and optimal progress across the domains of development; coordinates and integrates program elements including support service programs to effectively meet health, literacy, nutrition, social service, and parent support and involvement needs; links children and families to community resources as needed.
3. Works collaboratively with faculty to coordinate experiences of adult students in the center, including providing a model teaching environment that is developmentally appropriate; ensures smooth integration of Early Childhood Education course content into center practices and application
4. Coordinates, implements and maintains appropriate observation and record keeping to track individual children's growth and development; oversees implementation of and conducts record keeping for the nutrition program.
5. Coordinates curriculum development with staff to provide a quality children's program including group time, transitions, and learning activities; incorporates multi-cultural, anti-bias, and a development-based approach throughout instructional strategies and the curriculum.
6. Supervises, evaluates, assigns, disciplines, and directs the work of assigned personnel; provides orientation, training, and professional development of personnel in areas of responsibility.
7. Assists in developing annual budget; maintains records, generates reports and makes presentations; assists with grant writing and/or program proposals.
8. Conduct parent conferences and create and maintain parental involvement and support.
9. Assists in department strategic planning, annual program evaluation, research, and advocacy for the center; reviews and recommends modification to program policies and documents.
10. Oversees selection, ordering, and care of supplies and equipment
11. Performs other related duties as assigned.

QUALIFICATIONS

Knowledge of:

1. Principles of child and human development theory;
2. Educational, emotional, physical, and dietary needs and requirements of children;
3. Age-appropriate behaviors and expectations;
4. Health and safety regulations and appropriate precautions and procedures;

5. Principles and practices of training;
6. Effective communication skills;
7. Principles of confidentiality, collaboration, and professionalism;
8. Budget preparation and control;
9. Menu planning and nutritional standards and guidelines;
10. Applicable rules and regulations related to program;
11. Files, records, and report management techniques
12. Communication methods to articulate points and information;
13. Problem solving techniques and analytical principles for situational analysis;
14. Modern office equipment, practices, and software.

Ability to:

1. Ensure compliance with state and local agencies and District policies;
2. Prepare and maintain accurate records, logs, and reports;
3. Implement and monitor enrollment policies, rules, and regulations;
4. Maintain confidentiality of communications, records, reports, etc.;
5. Exercise tact and diplomacy in dealing with sensitive and complex issues and situations.
6. Communicate effectively with parents and District personnel;
7. Establish and maintain effective working and professional relationships with individuals from diverse communities;
8. Read, interpret, and apply laws, regulations, policies, and guidelines impacting the effective, efficient, and equitable performance of the assigned areas and the District's comprehensive operations;
9. Research, analyze, develop, and interpret policies and procedures impacting assigned areas of responsibility;
10. Manage, coordinate, and lead in planning/research, evaluating, monitoring, maintaining, and expanding human resources and administrative services programs in a community college district;
11. Operate and effectively use office technologies and software applications, including general business platforms and technologies and enterprise resource planning systems;
12. Learn from errors, determine appropriate corrective action, and prevent repeat occurrences;
13. Create a culture of shared accountability for effective performance within assigned areas;
14. Maintain knowledge of relevant and current laws, rules, and regulations, related to assigned activities;
15. Demonstrate clear evidence of sensitivity and understanding of the diverse academic, socio-economic, disability and ethnic backgrounds of students, staff and the community.

Education and Experience:

An Associate's degree in early childhood education, child development, or related field; and four (4) years of experience working in a child development program.

Licenses and Certifications:

- Must possess a valid Child Development Site Supervisor Permit.
- Must possess a valid Pediatric First Aid and CPR Certification.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an individual to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions. Typical physical abilities for this position are prolonged and frequent sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting and stooping Moderate to heavy usage of hands in grasping, repetitive hand movement and finger coordination in keeping records and preparing reports using a computer keyboard. Speech and

hearing to communicate effectively in group settings and by telephone to students, faculty, staff, and others. Required to push, lift, or carry 40 pounds.

WORKING CONDITIONS

Normal office environment with frequent contact with children. Noise level is occasionally moderately loud. Subject to constant interruptions. May be exposed to bodily fluids and standard cleaning chemicals.

EMPLOYMENT STATUS

Classified Management
Range: 6

Personnel Management Committee Review: September 8, 2023
BOT Approved: September 15, 2023