

## **DESERT COMMUNITY COLLEGE DISTRICT**

### **DIRECTOR, CHILD DEVELOPMENT CENTER**

#### **BASIC FUNCTION**

Under the direction of the Dean, Health Sciences and Early Childhood Education, the Director of the Child Development Center is responsible for the management, development, administration and supervision of the Center in accordance with applicable policies and statutes; train, supervise and evaluate the performance of assigned staff.

#### **REPRESENTATIVE DUTIES**

1. Plan, organize, control and direct a variety of programs, projects and activities related to the Child Development Center (CDC). Direct daily operation of the CDC. *E*
2. Coordinate use of the CDC as a laboratory for Early Childhood Education (ECE) and related programs, including supervision of students. *E*
3. Serve as site liaison between the CDC and the ECE instructional program. *E*
4. Develop instructional program for the children of the CDC. Advocate & implement culturally sensitive child development/child care services. *E*
5. Develop/implement training, in-service and evaluating procedures of CDC staff in accordance with funding terms and conditions. *E*
6. Select, train, supervise, and evaluate the performance of assigned staff including tutors and student workers; recommend transfers, reassignments, discipline, terminations, promotions and other personnel actions as appropriate. *E*
7. Facilitate staff development/training, district staff meetings & parent education programs. *E*
8. Interpret, implement and maintain federal and state program compliance directives and financial accountability mandates; prepare grant applications. Comply with current state, federal and local regulations relating to CDC operations, including funding terms & conditions. Administer licensing regulations/funding terms/conditions for variety of funding sources. *E*
9. Administer, review and monitor adherence to health and welfare standards in accordance with federal and state laws. *E*
10. Participate in mandated state and local evaluation reporting requirements as required. Direct the preparation and maintenance of a variety of narrative and statistical reports, records and files. *E*
11. Represent CDC with outside agencies, quality consortia, director forums & other related programs within the district. Conduct regular CDC Advisory Committee meetings. *E*
12. Meet schedules and timelines, organize multiple projects efficiently and effectively and carry out required project details throughout the year. *E*
13. Seek and participate in professional development activities. *E*
14. Participate in approved adjunctive college and community activities.
15. Other duties and responsibilities as assigned.

#### **KNOWLEDGE AND ABILITIES**

**Knowledge of:** Regulations/practices of quality child development programs/services with special reference to organization, personnel management & budgetary preparation/control; health and nutritional needs of young children; District policies and procedures; California Education Code; Title V & Title XXII regulations; principles of supervision & training; writing/managing of grants.

**Ability to:** Develop and implement new methods and procedures; effectively represent the district in a variety of matters with other agencies; select, train, supervise and evaluate the work of staff; prepare clear and concise correspondence/reports; establish priorities and perform tasks in a timely manner; establish and maintain cooperative and effective working

relationships with others; work independently and confidentially with minimal direction; exercise tact and diplomacy in dealing with sensitive or confidential matters; communicate effectively both orally and in writing; lift up to 25 pounds.

**EDUCATION AND EXPERIENCE**

Any combination equivalent to: Bachelor's degree in ECE/Child Development including six (6) units of administration, two (2) units of adult supervision and three (3) units related to the care of infants; AND three (3) years experience as director or site director of child development program or five (5) years experience teaching in child development programs. Renewal: 105 hours of professional growth every five (5) years.

**DESIRABLE QUALIFICATIONS**

Three (3) years full time experience administering a Child Development/Child Care Center, preferably in a California Community College; Master's degree in Early Childhood Education or related field.

**LICENSES AND OTHER REQUIREMENTS**

Current Child Development Permit at the Program Director level; California Child Care Provider Health & Safety Certificate; valid First Aid and CPR certifications. Valid California driver's license, must have an acceptable driving record and current vehicle insurance meeting State of California requirements.

**WORKING CONDITIONS**

Preschool/childcare center environment; constant interruptions. Driving a vehicle to conduct work as necessary. Requires some evening and weekend responsibility.

**EMPLOYMENT STATUS**

Classified Supervisor

*E:* Essential functions of the job.

Approved 8/2005  
Leadership VIII