



## **CHILD DEVELOPMENT PROGRAM DIRECTOR**

### **DEFINITION**

Under general direction, plans, organizes, oversees, coordinates, and manages the staff and operations of the Child Development Center (CDC); manages the effective use of District and program resources to improve organizational productivity and services to program participants and students; provides highly complex and responsible support to management in areas of expertise, and performs related duties, as assigned.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives general direction from the Dean, Instruction. Exercises direct supervision over technical and administrative staff.

### **CLASS CHARACTERISTICS**

This classification is responsible for a program related to ongoing District operations, initiatives, and services ensuring alignment with the attraction, retention, and academic success of students. Incumbents are responsible for designing, planning, implementing, evaluating, and modifying the program, including short- and long-term planning activities; preparing and implementing program budgets; supporting and analyzing programmatic practices and procedures; and developing and implementing recommendations for program operational or procedural improvements. Incumbents serve as a specialist, liaison, and advocate for the assigned program(s) requiring the use of initiative and resourcefulness, considerable independent judgment, and regular contact with program stakeholders.

### **EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)**

*Management reserves the right 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.*

- Plan, manages, and oversees the daily functions, operations, and activities of the Child Development Center programs, services, and activities, ensuring compliance with mandated regulations and standards.
- Participates in the development and implementation of goals, objectives, policies, and priorities for the program; recommends within departmental policy, appropriate service and staffing levels; recommends and administers policies and procedures.
- Participates in the development, administration, and oversight of the program budget; monitors program expenditures to ensure compliance with established laws and regulations, as well as funding agency requirements.
- Develops and standardizes procedures and methods to improve and continuously monitor the efficiency and effectiveness of assigned programs, service delivery methods, and procedures; assesses and monitors workload, administrative and support systems, and internal reporting relationships; identifies opportunities for improvement and makes recommendations to management.
- Participates in the selection of, trains, motivates, and evaluates assigned personnel; works with employees on performance issues; recommends disciplinary actions to be taken to management.

- Coordinates communications, programs, and services between the Child Development Center, Child Development Observation Lab, students, parents, outside and governmental agencies, and the public; ensures proper and timely resolution of CDC issues, complaints, and conflicts.
- Schedules and coordinates meetings, seminars, conferences, and staff trainings; in collaboration with the Parent Advisory Committee plans and directs fundraisers and other events to engage the community in the activities and programs of the CDC.
- 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 relevant health, safety, permitting, and licensing laws and guidelines; maintains and updates all records required by federal, state, and local regulatory agencies.
- Maintains the current substitute list; arranges substitutes and ensures proper credentials of new and eligible staff.
- Supervises placement of all children assigned to the CDC, including County referrals, CalWORKS voucher programs, and fee-based client placements; maintains official enrollment records; prepares and maintains the monthly newsletter.
- Coordinates services, including the Child Development Observation Lab with other District programs, departments, and divisions and with outside agencies.
- Conducts a variety of organizational studies, investigations, and operational studies; recommends modifications to assigned programs, policies, and procedures, as appropriate; revises and maintains employee and family handbooks.
- Provides highly complex staff assistance to the Dean; develops and reviews staff reports and other necessary correspondence related to assigned activities and services; prepares and submits monthly reports to the state.
- Attends and participates in professional group meetings; stays abreast of new trends and innovations related to CDC operations, programs and services, including funding requirements.
- Oversees and directs the maintenance of working and official departmental files.
- Works productively and cooperatively with others by demonstrating respect, patience and equitable treatment of all internal and external customers.
- Observes and complies with District and mandated safety rules, regulations, and protocols.
- Performs other duties as assigned.

## **QUALIFICATIONS**

### **Knowledge of:**

- Principles and practices of employee supervision, including work planning, assignment review and evaluation, discipline, and the training of staff in work procedures.
- Principles and practices of leadership.
- Organization and management practices as applied to the development, analysis, and evaluation of programs, policies, and operational needs of the assigned area of responsibility.
- Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.
- Principles and practices of budget development and administration.
- Concepts of nutrition, health and safety, and children's social, emotional, physical, cognitive, and language development.
- CDC program eligibility requirements.
- Instructional methods and techniques.
- Principles and practices of grant program funding and operational and financial management.
- Assessment and evaluation tools and criteria used in early childhood development.

- Safety principles and practices, including basic first aid and adult and/or child cardiopulmonary resuscitation (CPR) methods.
- Methods and techniques of developing business, administrative and technical reports, correspondence and presentations.
- Research and reporting methods, techniques, and procedures.
- Applicable federal, state, and local laws, rules, regulations, ordinances, and procedures relevant to assigned area of responsibility.
- Techniques for effectively representing the District in contact with government agencies, community groups, and various business, professional, educational, regulatory, and legislative organizations.
- District and mandated safety rules, regulations, and protocols.
- Techniques of 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, socio-economic, ethnic, religious and cultural backgrounds, physical ability, and sexual orientation.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

**Ability to:**

- Select and supervise staff, provide training and development opportunities, ensure work is performed effectively, and evaluate performance in an objective and positive manner.
- Assist in developing and implementing goals, objectives, practices, policies, procedures, and work standards.
- Effectively administer a variety of child development programs, services, and activities.
- Plan and prepare programs, facility usage, staffing schedules, reports, and other related program materials.
- Analyze, interpret, summarize, and present administrative and programmatic information and data in an effective manner.
- Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
- Interview parents for certification, recertification and contract changes.
- Handle medical emergencies and injuries in a calm and effective manner, including providing basic first aid and adult and/or child cardiopulmonary resuscitation.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Effectively represent the department and the District in meetings with governmental agencies; community groups; various business, professional, and regulatory organizations; and in meetings with individuals. Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Effectively use computer systems, software applications, 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.
- Demonstrate sensitivity to, and understanding of, the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds of community college students.
- 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 that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:*

Education:

- Equivalent to a bachelor's degree from an accredited college or university with major coursework in early childhood education, child development, or a related field.

Experience:

- Five (5) years of professional child development program experience, two (2) of which should be in a supervisory capacity.

**Licenses and Certifications:**

- Possession of a Child Development Program Director permit issued by the State of California to be maintained throughout employment.
- Possession of a First Aid certification to be maintained throughout employment.
- Possession of a Cardiopulmonary Resuscitation (CPR) certification to be maintained throughout employment.

**PHYSICAL DEMANDS**

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; 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 in work areas 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 50 pounds.

**ENVIRONMENTAL CONDITIONS**

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.