



ASSISTANT DIRECTOR, CHILD DEVELOPMENT

DEFINITION

Under the general direction of the Director, Child Development Center, the Assistant Director, is responsible for assisting in the management of the day-to-day operations of the Child Development Center. Provides administration and coordination in compliance with Title 5, Title 22, National Association for the Education of Young Children (NAEYC) and College policies and procedures.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from assigned supervisory management personnel. Exercises direct supervision over classified staff, administrative support staff, and student workers.

CLASS CHARACTERISTICS

This classification is responsible for independently coordinating and implementing multiple program goals and objectives. Positions in this classification rely on experience and use considerable discretion and independent judgment to ensure efficient and effective service delivery. Assignments are given with general guidelines and incumbents are responsible for establishing objectives, timelines, and methods to deliver program services. Work is typically reviewed upon completion for soundness, appropriateness, and conformity to policy and requirements.

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.

- Coordinates, supervises, and evaluates classroom and support activities at the Child Development Center.
- Trains, supervises, and evaluates classified and support staff.
- Evaluates program activities and recommends changes.
- Coordinates and supervises college students and volunteers as they relate to the Centers operation.
- Plans, coordinates and conducts parent education programs and activities.
- Assists in maintaining inventory records and ordering supplies.
- Assists the Director in compiling and maintaining all federal and state reports.
- Assists in planning and implementing staff development.
- Maintains accurate records, including non-classified hourly personnel documentation, immunization records of children and parents.
- May function as a substitute teacher when necessary.
- Oversees, leads, and provides high-level customer service when interacting with the public, vendors, students, and College staff, including individuals from minoritized groups.
- Utilizes critical thinking, decision-making, and problem-solving skills with tact, confidence, and diplomacy.
- Implements, enforces, supports, and abides by federal, state, and local policies and Board Policies and Administrative Procedures.

- Assists with establishing program eligibility and maintaining an appropriate wait list; conducts certifications for eligibility and conducts orientations.
- Continuously assesses and evaluates children's development and progress toward age-appropriate milestones; provides anecdotal evidence and compiles reports on children's progress for parents and the state; conducts parent-teacher conferences to review assessment results.
- Communicates and interacts with parents, staff, students, and the public to answer questions, address concerns, and provides requested information.
- Sets up and maintains the physical environment of the CDC in accordance with the Early Childhood Environmental Rating Scale, adapting to the current needs and interests of the children.
- Maintains a neat, clean, and orderly classroom environment to promote a safe and healthy environment for children and staff; arranges for maintenance, repairs, and custodial care as necessary.
- Handles medical emergencies and injuries; provides first aid and/or adult and child cardiopulmonary resuscitation; contacts police, fire, and emergency medical services as required.
- Prepares and submits accurate and timely reports and correspondence.
- Maintains accurate and detailed files, records, and student portfolios, verifies accuracy of information, researches discrepancies, and records information.
- Plans, organizes, and participates in assigned special events.
- 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 related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Procedures for planning and implementing child development and age-appropriate educational programs and activities for infants, toddlers, and preschoolers.
- Basic concepts of nutrition, health and safety, and children's social, emotional, physical, cognitive, and language development.
- Principles of providing functional direction and training.
- Principles of child development and psychology.
- Eligibility requirements for CDC programs.
- Applicable federal, state, and local laws, rules, regulations, ordinances, and procedures relevant to assigned area of responsibility.
- Safety principles and practices, including basic first aid and adult and/or child cardiopulmonary resuscitation (CPR) methods.
- Assessment and evaluation tools and criteria used in early childhood development.
- Record keeping principles and procedures.
- 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:

- Plan and coordinate child development program operations, services, and activities.
- Plan and prepare activity schedules, staffing schedules, reports, and other related program materials.
- Oversee activities of assigned teaching assistants and observational and lab students.
- Train others in proper and safe work procedures.
- Handle medical emergencies and injuries in a calm and effective manner, including providing basic first aid and adult and/or child cardiopulmonary resuscitation.
- Compose and prepare basic reports, correspondence, and other written materials independently or from brief instructions.
- Make accurate mathematical and basic statistical computations.
- Establish and maintain a variety of filing, record keeping, and tracking systems.
- Interpret, apply, explain, and ensure compliance with applicable federal, state, local and District policies, procedures, and regulations.
- Assess and evaluate children's development toward goals and milestones.
- 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 24 units of Early Childhood Development courses plus 3 units supervised field experience in an Early Childhood Development setting or teaching.

Experience:

- Five (5) years of increasingly responsible experience in early childhood education in a Title V program setting.

Licenses and Certifications:

- Possession of a Child Development Site Supervisor 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.
- Possession of a California Food Handler's Card to be maintained throughout employment.

PHYSICAL DEMANDS

Must possess mobility to work in classroom and playground setting, use playground and standard classroom 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. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Must possess the physical stamina to bend, stoop, kneel, reach, climb, walk, and run on uneven surfaces to participate in instructional and care activities; and push and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials, objects, and children up to 45 pounds.

ENVIRONMENTAL CONDITIONS

Employees primarily work in a classroom with exposure to moderate to high noise levels and controlled temperature conditions. 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 upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.