

VICTOR VALLEY COMMUNITY COLLEGE DISTRICT

CLASS TITLE: ASSOCIATE DIRECTOR, CHILD DEVELOPMENT CENTER

BASIC FUNTION:

Under the direction of an area administrator, supervise and manage the daily activities and functions of the Child Development Center (CDC); assume responsibility for the operation of the Child Development Center in the absence of the Director, assure compliance with state, and assign, lead, supervise and evaluate the work of assigned CDC personnel.

REPRESENTATIVE DUTIES:

Plan, prepare, supervise, and manage the daily activities and functions of the Child Development Center program; assume responsibility for the operation of the Child Development Center in the absence of the Director. *E*

Assure compliance with state and local regulatory agencies; assure licensing standards and health and safety regulations are met; assist with Annual Exemplary Program Review and Program Quality Reviews; meet timelines in completion of various fiscal reports, reauthorization of funding, new funding applications, and other related reports. *E*

Administer USDA Food Program, including review of all planned menus; coordinate general operation of the food program and food purchases. *E*

Assist in the preparation and implementation of the CDC annual budget; purchase equipment and supplies; maintain resources of the Center, including resource materials and equipment; maintain records related to PAC funds and open purchase orders; insure proper billing of DPSS. *E*

Assist the Director in the research and development of additional funding opportunities; utilize appropriate funding source to accommodate the needs of the families. *E*

Assign, lead, supervise and evaluate the work of assigned CDC personnel, including associate and permit teachers, student workers, and volunteers: prepare and maintain staff work schedule to insure safe coverage of children. *E*

Establish and maintain an adequate substitute teacher pool; arrange for substitutes and assure proper credentials of new and eligible staff. *E*

Assist staff in developing daily and weekly lesson plans, working with children to assure the implementation of the Center's philosophies, policies, programs and methods, substitute and assist staff as necessary; assure staff meet current qualification; assist with planning of and conduct staff meeting. *E*

Associate Director, Child Development Center -Continued

Establish and maintain ongoing positive communication with parents; provide for orientation and participation of parents; initiate and conduct parent conferences to discuss child's progress; maintain records for parent volunteer hour, facilitate establishment of Parent Advisory Committee. *E*

Establish eligibility of clients and waiting list; implement enrollment policies; monitor daily student attendance to ensure full enrollment; daily/weekly monitoring of contract earning; monitor enrollment to ensure each contract type is earned; conduct certification of parents and children; refer children with identifiable problems to specialists. *E*

Tour facilities with visitors and provide information regarding Center programs and activities. *E*

Assure maintained environment is healthy and safe; assist in planning and implementation of school disaster plan; assist in updating disaster plan booklet and supplies; plan and conduct emergency drills. *E*

Establish and maintain all records relating to the Center; keep accurate records of children including immunizations; prepare annual state forms on immunization records; perform CPR or First Aid as needed. *E*

Train, assign, lead, supervise, and evaluate the work of assigned CDC personnel; participate in the selection of student workers. *E*

Operate a personal computer and peripheral equipment to enter data, maintain records, and generate reports; utilize fax machine, word processing, spreadsheet and other software as required by the position. *E*

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

Principles of child development and psychology.
Educational, emotional, physical, and dietary needs/requirements of children.
General budgetary and record keeping practices.
Principles and practices of supervision and training.
Laws, rules, and regulations related to assigned activities, including Title V and Title XXII.
Interpersonal skills using tact, patience, and courtesy.
Operation of various office equipment.
Procedures, appropriate precautions, and Health and safety regulations.
Menu planning, nutritional standards, and guidelines; include substitutable food groups.

Associate Director, Child Development Center -Continued

Applicable rules, regulations, and requirements of state and local agencies and the district.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: An associate's degree (or 60 units) with 24 ECE/CD units (including CORE) plus 6 units administration and 2 units adult supervision (equivalent industry training may qualify); **AND** experience of 350 days of 3+ hours per day within 4 years, including at least 100 days supervising adults; **AND** current CPR and First Aid Certificates, **AND** valid California driver's license, **AND** possession of Site Supervisor Permit.

WORKING CONDITIONS:

Child Development Center indoor and outdoor environment. Constant interruptions.

Requires moderate lifting of 45lbs or more, bending at the waist, stooping, crouching, carrying, stretching, standing, pushing, speaking and hearing to communicate and exchange information, seeing to observe children.

Evening and weekend hours may be required, according to student/program needs.