

VICTOR VALLEY COMMUNITY COLLEGE DISTRICT

CLASS TITLE: DIRECTOR, CHILD DEVELOPMENT CENTER

BASIC FUNCTION:

Under the direction of an area administrator, plan, organize, and direct the overall operation and activities of the Child Development Center; supervise, train, and evaluate staff; coordinate parent training and off-site community program development.

REPRESENTATIVE DUTIES:

Plan, organize and direct the operation and activities of the Child Development Center; arrange on-going program development efforts, new activities, and collecting needed information; provide leadership and guidance to Child Development Center staff. *E*

Assure the philosophy, policies, programs, and methods of the Child Development Center; follow the education guidelines and pedagogy of the Child Development Department; assure compliance with district, state, and county regulations. *E*

Supervise, train, assign work, and evaluate staff; determine job duties and scheduling of responsibilities; participate on hiring committees and recommend selection of assigned staff, including hiring and scheduling of student workers; verify hourly, co-op, student teacher and work study time sheets. *E*

Interview parents for certification, recertification, and contract changes. *E*

Conduct parent and staff training workshops and conferences; conduct staff meetings, parent meetings, and student teacher orientations; coordinate staff in-service training and continuing professional development. *E*

Revise and update Center policies, staff handbook, and parent handbook; guide teaching staff in the development, review, and updating of developmentally appropriate curriculum and assessment; implement Parent Advisory Committee and Parent Participation Program. *E*

Arrange and facilitate community involvement with the Child Development Center; conduct facility tours as assigned; direct and plan fund-raisers in conjunction with Parent Advisory Committee. *E*

Inventory supplies and equipment; order office, instructional, and kitchen supplies as needed; review catalogs and merchants for comparative prices. *E*

Director, Child Development Center -Continued

Maintain current substitute list; arrange substitutes and assure proper credentials of new and eligible staff. *E*

Supervise placement of all children assigned to the Center, including county referrals, CalWORKs voucher programs, and fee-based client placements; maintain official enrollment records; prepare and maintain monthly newsletters and reports; maintain routine files as assigned. *E*

Prepare and administer annual budget, including supervision of all categorical Grants and special programs; monitor all expenditures; collaborate with county, State and other agencies including but not limited to the Department of Public Social Services, Commission of Teacher Credentialing and the Child Development Division of the State Department of Education to assure compliance, funding stability and growth; Initiate Center budget requests; initiate the planning and reporting necessary for State and federal funding and licensing; prepare grants as needed. *E*

Assist in the classroom and kitchen as needed; assist with the preparation of meals, review of menus, and dissemination of information related to food programs as needed; assure compliance with nutritional requirements. *E*

Facilitate positive interpersonal relations with staff and student teachers; coordinate student teacher assignments with staff lesson plans. *E*

Attend a variety of workshops, training sessions, management meetings, College committee meetings, community committee meetings and director's meetings as assigned.

Communicate with various District personnel and outside agencies to exchange information, resolves issues or concerns, and coordinate activities for the Child Development Center; work with advisory and local agencies, including but not limited to VVC CDD Advisory Board, Parent Advisory Board, San Bernardino County Child Care Planning Council, and the CCC and Chancellor's office. *E*

Demonstrate sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of students and colleagues. *E*

Operate a variety of office equipment including an adding machine, copier, typewriter, and facsimile.

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Director, Child Development Center -Continued

Principles of child development and psychology.
Instructional methods and techniques.
Educational, emotional, physical, and dietary needs and requirements of children.
General budgetary and record-keeping practices.
Principles and practices of supervision and training.
Grant writing techniques.
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.
Health and safety regulations.

ABILITY TO:

Plan, organize and direct the operation and activities of the Child Development center.
Coordinate parent training, the foster care program, and off site community program development.
Interview parents for certification, recertification, and contract changes.
Supervise, train, and evaluate staff.
Interpret and apply provisions of federal and State regulations pertaining to early childhood education.
Communicate effectively both orally and in writing.
Establish and maintain cooperative and effective working relationships with others, including those from diverse academic, socioeconomic, cultural, ethnic, and disability backgrounds.
Observe health and safety regulations.
Maintain records and prepare reports.
Work independently with little direction.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: bachelor's degree in Child Development or a field with 24 ECD/CD units (including core); plus 6 units administration; plus 2 units adult supervision AND site supervisor status and one program year of site supervisor experience.

OR

Teaching or Administrative Credential with 12 units ECE, plus 3 units supervised field experience in ECE setting; or CTC approved training.

LICENSES AND OTHER REQUIREMENTS:

Possession of Child Development Program Director Permit.

WORKING CONDITIONS:

Director, Child Development Center -Continued

Child Development Center indoor and outdoor environment; classroom environment.

Position requires moderate lifting, standing, bending, and hearing and speaking to communicate and exchange information.