

BUTTE-GLENN COMMUNITY COLLEGE DISTRICT

CLASS TITLE: DIRECTOR, CHILD DEVELOPMENT CENTER

L186.200

BASIC FUNCTION: Under the direction of an administrator, the Director for the Child Development Center, which includes infant and pre-school components, will be primarily responsible for managing the on-campus Child Development Center. The Child Development Center functions as a learning laboratory for child development instructional program faculty and students and serves children ranging from infant up to 5 years of age. The facility employs classified personnel and a number of student interns. The learning laboratory is a training facility for a variety of students on campus. The Director will also work in conjunction with faculty and staff associated with District Instructional Programs. Successful performance of the work requires excellent organizational skills as well as excellent written and oral communication skills to ensure that program objectives and requirements are met.

REPRESENTATIVE DUTIES: *(The duties recorded below are representative of the duties of the class and are not intended to cover all the duties performed by incumbent(s) of any particular position. The omission of specific statements of duties does not exclude them from the position if the scope of work is similar, related or a logical assignment to this class. The essential duties of the class are indicated with an asterisk *)*

- *1. Responsibility for the operation of the Child Development Center and the associated programs for participating adults, infants and children.
- *2. Develops proposals commensurate with the Child Development Center Program needs, on-and-off campus. Works with advisory committees.
- *3. Pursues and maintains National Association for the Education of Young Children (NAEYC) accreditation.
- *4. Adheres to NAEYC code of ethical conduct.
- *5. Establishes appropriate educational objectives and instructional procedures for infants, young children and adults.
- *6. Hires, supervises and supports Child Development Center staff. Supervisory duties include: instructing, planning, assigning, scheduling, reviewing and evaluating work for effectiveness, accuracy and adherence to departmental policies, rules and procedures; maintaining standards; determining performance objectives; coordinating activities; responding to employee leave requests; processing monthly timesheets; acting on personnel issues; and recommending employee discipline and/or discharge as appropriate.
- *7. Oversees the enrollment of children to maintain group sizes, teacher/child ratios and schedules for each classroom.
- *8. Represents the Butte College Child Development Center with outside government and local agencies and committees.
- *9. Develops and maintains all records for the Center in compliance with State licensing regulations, Title 22, Title 5, California Education Code and Butte College policies and procedures.
- *10. Prepares, recommends and monitors budget. Prepares departmental unit plan and budget augmentation requests. Meets annually with Business Office personnel regarding the fiscal status of the Child Development Center.
- *11. Seeks funds to subsidize the Child Development Program, which includes Grant Writing.
- *12. Responsible for overall maintenance of facility, to include, work orders, playground maintenance, fire drills, etc.
- *13. Conducts parent orientations. Regularly communicates with parents on a variety of subjects, which may include, their children's educational needs, assessment outcomes, any parental concerns they may have and/or any financial concerns or obligations, etc.
- *14. Works as a liaison between the work experience, service learning and College Connection programs in order to provide volunteer educational experiences for students.
15. Conducts regularly-scheduled CDC staff meetings (regarding calendar planning, goal setting, evidence-based learning, etc.). Attends Child Development (CDF) Departmental meetings and meetings of the CDF lab instructors and the CDC Master Teachers to facilitate CDC operations in support of instructional needs.
16. Develops part time internship opportunities for students attending Butte College.
17. Coordinates the preparation of the staff and parent handbooks.
18. Organizes professional development opportunities for staff.
19. Serves on a variety of District committees as requested.
20. Performs related work as required.

MINIMUM QUALIFICATIONS:

● EDUCATION AND EXPERIENCE:

- Bachelor's Degree in Child Development; Early Childhood Education; Human Development, Elementary Education, Home Economics/Family and Consumer Studies or Educational Psychology with a specialization in Child Development or Early Childhood Education; **AND**
- Two (2) years of experience supervising staff in a child care center, preschool or a lab school; **AND**
- Completed three (3) semester units in infant care; **AND**
- Completed three (3) semester units of supervised field experience in an Early Childhood Education or Child Development setting.

- **CERTIFICATES, LICENSES, REGISTRATION AND OTHER REQUIREMENTS:**

- Hold a Site Supervisor Permit or higher and maintain throughout duration of employment with the District.
- Hold and maintain a valid driver's license throughout duration of employment with the District.
- Hold and maintain valid Pediatric First Aid and Pediatric CPR cards and must maintain valid card(s) throughout duration of employment with the District.

DESIRED QUALIFICATIONS:

- Master's Degree.
- Experience working with parents.
- Bilingual.
- Experience with early childhood assessment / screening.
- Experience working with specialized groups, e.g., children birth to 5 years, special education, pre-school, etc.
- Experience managing a Child Development Center-laboratory setting involving children (infant to 5 years of age), students teachers and parents.
- Program Director Permit

KNOWLEDGE, SKILLS, AND ABILITIES: (*May be acquired through education, training, and/or experience.*)

Knowledge of: District policies, procedures, rules and regulations; laws and ordinances pertaining to the specific responsibilities of the position; principles, practices, procedures and theories of child growth and development; current assessment tools, learning foundations and curriculum frameworks; signs of childhood illnesses (cold, flu, other contagious diseases); signs of childhood developmental issues (speech and language delays, child delay developments, signs of special needs such as autism, etc.); licensing regulations; National Association for the Education of Young Children (NAEYC) code of ethical conduct and accreditation standards and processes; Education Code; Title 22 and Title 5 provisions; Child Development/Early Childhood Education curriculum and teacher training; effective supervisory and managerial concepts and principles; grant and program development and implementation; procedures, methods and techniques of budget preparation and control; methods and techniques of research, analysis and report preparation; modern office procedures, equipment and technology, including filing, word processing and recordkeeping; proper usage of computers, computer systems and associated hardware and software; proper grammar usage; interpersonal skills using tact, patience and courtesy; utilization of spreadsheet applications; importance of college and of community collaboration within the early childhood community.

Ability to: interpret and apply District policies rules, regulations and procedures; ensure compliance with all laws, regulations and policies pertaining to Child Development Center operations; motivate and provide effective leadership and direction; demonstrate excellent written and verbal communication skills; exhibit strong organizational skills while paying close attention to detail; conduct applicable child assessments; make sound, educated, ethical decisions; manage a heavy workload; supervise, direct and coordinate the work of assigned personnel; evaluate and develop personnel; collaborate with others to develop new Center policies and procedures, as needed; identify and achieve Center goals and objectives; analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations; adhere to NAEYC professional code of ethics and accreditation standards; adhere to Title 22 and Title 5 regulations; communicate professionally in confrontational situations; administer child assessments; operate computers and related equipment with ease; utilize keyboarding skills commensurate with the required functions for this position; compose complex reports and correspondence; keep records and prepare reports and spreadsheets; demonstrate work to others; work independently with an emphasis on detail management; complete work assignments according to established deadlines; maintain and follow schedules and calendars; use effective problem solving skills; understand and follow oral and written directions; communicate clearly and concisely, both orally and in writing; make necessary mathematical calculations rapidly and accurately; organize and use various financial information necessary to prepare and manage the departmental budget in the most cost-effective way; control and monitor budget expenditures and develop resources; establish and maintain effective relationships with those contacted during the course of work; interact with others in a positive, constructive, ethical and collaborative manner; demonstrate sensitivity to, respect for and work effectively with diverse populations.

WORK DIRECTION, LEAD AND SUPERVISORY RESPONSIBILITIES:

Provides direct supervision to assigned staff.

PHYSICAL EFFORT:

Normal office environment. Occasional moderate lifting of children (20 to 50 lbs.); frequent walking and standing; kneeling, crouching, sitting on the floor and frequent interaction with children.

CONTACTS:

Faculty, staff, administrators, students and the general public.

WORKING CONDITIONS:

Normal office environment in a Child Development Center laboratory setting.

NOTE: THIS CLASS IS EXEMPT UNDER FLSA PROVISIONS

Butte-Glenn Community College District is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, Butte-Glenn Community College District will provide reasonable accommodation to qualified individuals. Butte-Glenn Community College District encourages both incumbents and individuals who have been offered employment to discuss potential accommodations with the employer.