



PALO VERDE COMMUNITY COLLEGE DISTRICT

CHILD DEVELOPMENT CENTER DIRECTOR

NATURE OF THE POSITION

Under the supervision of the Dean of Instruction, or designee, the Child Development Center Director plans, organizes, directs, and implements the operations and activities of the District's Child Development Center programs and classes; provides classroom support, training activities and technical assistance to meet program needs and enhances early childhood education services. Provides leadership for center staff, families, and students; fosters a nurturing environment that promotes growth and learning. The Child Development Center will ensure compliance with regulatory standards, meet enrollment goals, and maintain accurate reporting and files.

DUTIES AND RESPONSIBILITIES

1. Plans, organizes, coordinates, and implements the operations and activities of the District's Child Development Center programs, services and classes ensuring compliance with District, State and federal laws and regulations and a safe, clean, and engaging environment for children and staff.
2. Guides, mentors, and supervises students in observations and projects related to credit courses at the Child Development Center; ensures classroom activities comply with established guidelines, standards, requirements, policies and procedures
3. Develops, recruits, plans, and coordinates industry advisory groups and their members.
4. Coordinates and secures resources, personnel and communications to ensure smooth and efficient instructional activities; resolves program and classroom issues and conflicts in a proper and timely manner.
5. Regularly assess and adapt the curriculum to meet the evolving needs of children and stay aligned with early learning standards and benchmarks.
6. Oversees curriculum development and implementation in accordance with developmentally appropriate practices; ensures children with special needs have been properly educated; serves as a resource for curriculum development and child development issues.
7. Serves as a technical resource to personnel, families and others concerning child development programs and curriculum; responds to inquiries and provides detailed and technical information concerning related standards, guidelines, requirements, practices, procedures, and techniques.

8. Interprets and implements Title 5 and Title 22 regulations; ensures compliance with all licensing, health, and safety regulations, maintaining accurate records and preparing for audits as required
9. Develops and recommends policies and procedures to guide staff and establish standards of care and behavior aligned with early childhood best practices.
10. Trains, supervises, and evaluates the performance of assigned personnel; interviews and recommends employees for selection, transfers, reassignment, disciplinary actions, and terminations; assigns employee duties and reviews work to ensure compliance with established standards, requirements, and procedures.
11. Directs registration services to facilitate child enrollment in assigned programs and classes; reviews, verifies, and evaluates program applications; approves child enrollment as appropriate.
12. Provides technical support and classroom assistance to enhance faculty and personnel understanding of educational practices, instructional material guidelines and requirements, curriculum standards, and instructional strategies related to early childhood education.
13. Implements programs and activities that celebrate cultural diversity and foster an inclusive environment for all children
14. Supervises students with planning and classroom activities and evaluates student interaction with children and personnel; schedules teacher hours and provides substitute services during absences.
15. Confers with personnel, parents, outside agencies and the public to exchange information, coordinates activities and resolves issues or concerns related to child development programs and State preschool and classroom functions.
16. Compiles and evaluates enrollment and attendance data for assigned programs and classes; monitors and calculates Average Daily Attendance and prepares related reports and statistics including monthly individual child expenditures.
17. Develops preliminary budget for the Center; maintains fiscal, attendance and pupil personnel records for the Center, including supervision of registration, collection, donation and deposit of parent fees; manages approved budget.
18. Directs, implements, and maintains appropriate observation and record keeping to track individual children's growth and development.
19. Prepares and maintains various records, reports and files related to child development programs, families, enrollment, attendance, personnel and assigned activities; prepares reports and records required by the district, local, State or national regulatory agencies.
20. Coordinates and conducts personnel training and personnel development activities for program and State preschool personnel; prepares and delivers oral presentations; conducts orientations for new personnel; disseminates related learning and informational materials to personnel.
21. Monitors and assesses program and classroom services and activities for educational effectiveness and operational efficiency; assists in the development and implementation of policies and procedures to enhance the educational effectiveness and operational efficiency of programs and services.

22. Certifies payroll reports for teaching, classified, student workers, or any assigned personnel.
23. Conducts and attends weekly personnel meetings; provides in-service and personnel development activities; develops, chairs, and conducts Advisory Committee meetings; participates in Instructional Child Development Program meetings; coordinates the maintenance of Center facilities.
24. Develops and implements State and federal grants related to child development.
25. Identifies and immediately addresses any issues that pose a threat to children's health and safety.
26. Conducts the publicity and promotion of the Child Development Center Program.
27. Operates a variety of office equipment including a copier, fax machine, computer and assigned software.
28. Attends conferences, trainings, and workshops; implements best practices from conferences and trainings; represents child development programs at community meetings and events as directed; drives a vehicle to conduct work.
29. Creates a welcoming and inclusive work and educational environment; implements, supports, initiates, and participates in activities to increase diversity, equity, and promotes a culture of inclusiveness respect, and belonging; serves as an advocate of diversity, equity, inclusion, accessibility, and culture.
30. Performs other duties as assigned.

KNOWLEDGE AND ABILITIES

KNOWLEDGE OF:

1. Planning, organization, coordination and implementation of the operations and activities of the District's Child Development Center programs and classes.
2. Principles, practices and procedures involved in providing care and learning activities to preschool-age children.
3. Principles of child development and early childhood education.
4. Educational programs, services, standards, requirements and procedures related to early childhood education.
5. Curriculum standards, interpretation and application in early childhood education programs.
6. Health and safety regulations and appropriate precautions and procedures.
7. Instructional techniques and strategies related to assigned programs.
8. Local, State and federal standards and requirements governing early childhood education programs.
9. Policies and objectives of assigned programs and activities.
10. Record keeping and report preparation techniques.
11. Oral and written communication skills.
12. Principles and practices of supervision and training.
13. Interpersonal skills using tact, patience and courtesy.
14. Community relations and outreach techniques

15. Operation of a computer and assigned software.
16. Public speaking techniques.
17. Applicable computer operation, assigned software and data entry devices.

ABILITY TO:

1. Plan, organize, coordinate and implement the operations and activities of the District's Child Development programs and classes.
2. Provide technical support and classroom assistance to enhance faculty and personnel understanding of educational practices, instructional material guidelines and requirements, curriculum standards and instructional strategies related to early childhood education.
3. Train, supervise and evaluate the performance of assigned personnel.
4. Coordinate and conduct personnel training and personnel development activities for CDC personnel.
5. Serve as a technical resource concerning child development programs and related standards, guidelines, requirements, practices, procedures and techniques.
6. Compile, evaluate and maintain enrollment and attendance data for assigned programs and classes.
7. Maintain confidentiality of. Communications, records, reports, etc'
8. Interpret, apply and explain applicable laws, codes, regulations, policies and procedures.
9. Analyze situations accurately and adopt an effective course of action.
10. Establish and maintain cooperative and effective working relationships with others.
11. Meet schedules and timelines.
12. Work cooperatively with others.
13. Plan and organize work.
14. Create a culture of shared accountability for effective performance.
15. Operate a computer and assigned software.
16. Prepare and maintain various records and reports related to assigned activities.
17. Communicate clearly and effectively both orally and in writing.

MINIMUM QUALIFICATIONS

1. Bachelor's degree from an accredited college or university with major coursework in Child Development, Early Childhood Education, Human Development, or related field or the equivalent.
2. Two (2) years of teaching and/or administrative experience in a Child Development Center program.
3. Sensitivity to and understanding of the diverse academic, ethnic, racial, age, national origin, religious, gender, gender identity, sexual orientation, disabilities, and socio-economic backgrounds of students, faculty, administrators, and personnel.

LICENSES, CERTIFICATIONS, AND OTHER REQUIREMENTS

1. Hold a valid California Child Development Director Permit

- Requirements for permit can be found at:
<https://www.ctc.ca.gov/credentials/req-child-dev>
2. Hold and maintain a valid CPR and First Aid certification.
 3. Hold and maintain valid driver's license.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

1. The physical demands and work environment are typical of an administrative job in an office and childcare environment.
2. The incumbent must be able to perform the essential functions of the job, with or without a reasonable accommodation.

CLASSIFICATION/SALARY

1. This is a Classified Management position, 12 month position.
2. Row 5 of the District's Administrator/Management/Confidential salary schedule with placement appropriate to experience.
3. The district offers an attractive package of fringe benefits including medical, prescription, dental, vision and life insurance.
4. This position is contingent upon continued categorical funding.

PALO VERDE COMMUNITY COLLEGE DISTRICT

Pursuant to Title IX of the Education Amendments of 1972, Title VII of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, and amendments and other laws, orders, and regulations governing discrimination, the Palo Verde Community College District is an equal opportunity employer. The policy of the District is to encourage applications from ethnic and racial minorities, women, persons with disabilities, and Vietnam-era veterans. No person shall be denied employment because of ethnicity or race, color, sex, age, religion, marital status, disability, gender identity, sexual orientation, national origin, medical conditions, status as a Vietnam-era veteran, ancestry, or political or organizational affiliation.