



## **West Valley - Mission**

Community College District

### **CLASS SPECIFICATION**

---

## **MANAGER, CHILD DEVELOPMENT CENTER**

Classified Administrative Position (Exempt Status)

Administrative Salary Schedule – Range 6

---

### **DEFINITION**

To manage, organize, assign, and review the work of assigned personnel engaged in planning and implementation of developmentally appropriate curriculum in a varied learning environment for a multi-aged preschool group; communicate with parents, families and caregivers and to perform duties requiring specialized knowledge; and to provide technical and operational support to the Program Director, Child Development Center. This position will serve as the site manager for the Child Development Center.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives general direction from the Program Director, Child Development Center.

Exercises direct supervision over assigned professional and technical staff.

### **EXAMPLES OF ESSENTIAL DUTIES** - Duties may include, but are not limited to, the following:

Maintains weekly classroom schedules for staff and student workers to comply with Title 5 teacher/child ratio.

Mentor, oversee, and participate in evaluating the activities of staff, teaching assistants and practicum students, recommending improvements and modifications.

Provide and coordinate staff training; work with employees to correct deficiencies.

Recommend and implement section goals and objectives; establish performance standards and methods for implementing developmentally appropriate practice; develop and implement policies and procedures.

Develop schedules and methods to accomplish assignments ensuring work is completed in a timely and efficient manner.

Plan, develop, and oversee the work of staff assigned to each classroom.

Participate in the selection of staff and coordinate staff training

Answer questions and provide information to parents of the children enrolled; resolve issues that may arise.

Attend meetings; and maintain a variety of accurate records.

Maintain a safe, orderly classroom including adjacent indoor and outdoor areas; report any safety hazards or injuries in the center; follow health and safety standards and other regulations and requirements for food handling, toileting of young children, hand washing, and universal precautions with exposure to blood.

Build and maintain positive working relationships with co-workers, other district employees, and the public using principles of good customer service.

Foster an environment that embraces diversity, integrity, trust, and respect.

Be an integral team player, which involves flexibility, cooperation, and communication.

Perform related duties as assigned.

## **MINIMUM QUALIFICATIONS**

### **Knowledge of:**

Knowledge and understanding of all aspects and functions of the Senior Child Development Specialist or related position and be able to provide support in the classroom when necessary.

Principles and practices of technical and functional oversight, training, and mentoring including working knowledge of CA State Department of Social Services Title 22 and Title 5.

Principles, techniques, and methods used in early childhood education.

Theories and practices of child development, parent- family-caregiver/ child relationships, and developmentally appropriate practices.

First aid, CPR, health and safety, and other regulations applicable to childcare facilities.

Curriculum planning and developmentally appropriate components for young children.

**Ability to:**

Perform the responsibilities of the Senior Child Development Specialist and provide support in the classroom when necessary.

Provide mentoring and technical and functional oversight over assigned staff and effectively train staff.

Perform the most complex duties related to curriculum development and mentoring of practicum students.

On a continuous basis, know and understand all aspects of the job; intermittently analyze work papers, reports and special projects; identify and interpret technical and numerical information; observe and problem solve operational and technical policy and procedures.

On an intermittent basis, sit at desk for long periods of time; stand, walk, and bend while providing children's activities; squat, climb, kneel and twist intermittently when working with children; perform simple grasping and fine manipulation; use telephone; write or use a keyboard to communicate through written means; and lift or carry weight of 70 pounds or less.

Use sound judgment in recognizing scope of authority.

Operate and use modern office equipment including computers and applicable software.

Maintain regular attendance and adhere to prescribed work schedule to conduct job responsibilities.

Utilize appropriate safety procedures and practices for assigned duties.

Communicate effectively orally and in writing.

Relate effectively with people of varied academic, cultural, and socio-economic backgrounds using tact, diplomacy, and courtesy.

Establish and maintain effective, cooperative, and collaborative working relationships with others.

Work beyond normal business hours, attend evening meetings, and/or perform weekend work, and the ability to travel.

## **Experience and Education**

Any combination of experience and education that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

### **Experience:**

Five years of increasingly responsible experience in child development administration.

### **Education:**

Equivalent to a Bachelor's degree from an accredited college or university with major course work in early childhood education or a related field.

## **License and Certificate**

Possession of, or ability to obtain, an appropriate, valid California Site Supervisor Permit.

Possession of, or ability to obtain, a valid First Aid and CPR certificate issued by the American Red Cross, Heart Association, or other authorized agency.

*EEO Category: Executive/Administrative/Managerial*

*Date Approved: February 10, 2023*