



West Valley - Mission

Community College District

CLASS SPECIFICATION

PROGRAM DIRECTOR, CHILD DEVELOPMENT CENTER

Classified Administrative Position (Exempt Status)

Administrative Salary Schedule – Range 15

DEFINITION

To plan, organize, and direct the activities of the child development center at an assigned college campus; to coordinate section activities with other divisions or departments; and to provide highly responsible technical support to a Dean or Vice President, Instruction.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from an assigned Dean or Vice President, Instruction.

Exercises direct supervision over assigned professional, technical, and administrative support staff.

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

Recommend and implement section goals and objectives; establish performance standards and methods for the child studies department's instructional lab; develop and implement policies and procedures.

Plan, develop, and oversee the work of staff involved in child development activities.

Evaluate operations and activities of assigned unit; implement improvements and modifications; prepare various reports on operations and activities.

Participate in budget preparation and administration; prepare cost estimates for budget recommendations; monitor and control expenditures, disseminate information and make programmatic and enrollment corrections during the year.

Participate in the selection of staff, including student workers; supervise staff, coordinate staff training; conduct performance evaluations; recommend discipline; implement discipline procedures as directed.

Ensure that the child development program meets federal and state licensing regulations, including Title 22 and Title V regulations, funding requirements and accreditation standards, and other legal requirements pertaining to health and safety, food and nutrition, and emergency procedures.

Prepare state and federal grant applications; manage associated grant reporting requirements.

Develop culturally appropriate support procedures and activities for families of enrolled children.

Build, support, and encourage community partnerships; conduct parent tours and perform marketing functions for the center.

Answer questions and provide information to the public; investigate complaints and recommend corrective action as necessary to resolve complaint; represent the Child Development Center with external and internal agencies and groups.

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:

Principles and practices of early childhood education and development.

Pertinent local, state, and federal rules, regulations and laws, including licensing and enrollment requirements.

Modern office procedures, methods and computer equipment.

Principles and practices of research analysis and management.

Principles and practices of budget development, implementation, and monitoring.

Principles and practices of supervision, training, and performance evaluation.

Principles and practices of work safety.

Ability to:

Organize, implement and direct child development center operations/activities.

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 a continuous basis, sit at desk for long periods of time; intermittently twist to reach equipment surrounding desk; 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.

Interpret and explain pertinent state education code sections, enrollment and licensing requirements, and department policies and procedures.

Perform as a safety officer in case of emergency, based on district safety procedures.

Assist in the development and monitoring of an assigned program budget.

Develop and recommend policies and procedures related to assigned operations.

Supervise, train, and evaluate staff.

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 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 programs, including one year of supervisory responsibility.

Education:

Equivalent to a Master's degree from an accredited college or university with major course work in child development, education or a related field.

License and Certificate

Possession of, or ability to obtain, a California Child Development Program Director permit.

EEO Category: Executive/Administrative/Managerial

Date Approved: July 1, 2016