



ASSISTANT DIRECTOR, CHILD DEVELOPMENT CENTER

SALARY GRADE: [C4-61](#)

DEFINITION:

Under the direction of the Director of the Child Development Center, provide overall direction and guidance to the day-to-day operations, problem solving, and limited decision-making regarding the De Anza College Child Development Center; adhere to local, federal, and state regulations; provide work direction and guidance to other program personnel; monitor program budgets.

EXAMPLE OF DUTIES AND RESPONSIBILITIES:

Depending upon assignment, duties may include, but are not limited to, the following:

1. Coordinate and arrange for classroom coverage.
2. Maintain and order classroom and center supplies; coordinate and conduct seasonal inventories of classroom and center supplies.
3. Assist in coordinating and implementing in-service trainings for families and instructional staff.
4. Serve as a liaison between parents and community organizations.
5. Interview, select and hire employees; supervise, assign, direct and schedule work activities; explain how duties are to be carried out.
6. Evaluate the performance of assigned personnel; effectively communicate how the performance of duties will be measured; recommend promotions and rewards for service.
7. Approve monthly time and attendance records and approve requests for time off and additional time worked, including any overtime worked and compensatory time worked/taken.
8. Address and resolve a wide variety of concerns and complaints; adjust grievances; recommend transfers and reassignments.
9. Counsel employees; address performance problems through corrective disciplinary action; suspend and/or terminate personnel according to established policies and procedures.
10. Plan, coordinate and arrange for appropriate training for assigned personnel; develop and initiate departmental activities, orientations and in-services to review policies and procedures of the program, the College and changes on State regulations.
11. Encourage and promote parent involvement at the center; supports the child's family relationship.
12. Coordinate and attend parental involvement, staff, committee, and other meetings.
13. Serve as a resource to teachers and parents in the areas of special education and early intervention.
14. Assist in the implementation of appropriate local, federal, and state requirements.
15. Process expenditures within allocated budgets; monitor budgets and track revenue; propose budget changes and participate in project budget applications as necessary.
16. Prepare various forms and documents for funding compliance; recertify contracts and grants.

17. Manage hiring and payroll processes for all classified staff; interview and participate in selecting employees.
18. Coordinate monthly fire and earthquake drills; participate in the development of safety policies for the center.
19. Perform related duties as assigned.

EMPLOYMENT STANDARDS:

Knowledge of:

1. Early Childhood programs and techniques.
2. Current best practices and theory for inclusive early education settings.
3. Planning and coordinating the day-to-day activities of assigned program.
4. Policies, objectives and goals of assigned program.
5. Development and presentation of programs and workshops.
6. Applicable laws, codes, regulations, policies, and procedures related to assigned program.
7. Budget monitoring and control.
8. Oral and written communication skills.
9. Principles of training and providing work direction to others.
10. Interpersonal skills using tact, patience, and courtesy.
11. Operation of a computer and assigned software.

Ability to:

1. Demonstrate understanding of, sensitivity to, and respect for the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disability, and sexual orientation of community college students, faculty and staff.
2. Provide overall direction and guidance to the day-to-day operations, problem solving and decision-making regarding an assigned program.
3. Implement program policies and guidelines.
4. Provide for program reporting and accountability; prepare program reports and reviews.
5. Monitor program budgets.
6. Interpret, apply and explain rules, regulations, policies, and procedures.
7. Establish and maintain cooperative and effective working relationships with others.
8. Operate a computer and assigned office equipment.
9. Meet schedules and time lines.
10. Remain current regarding trends in assigned field.

Education and Experience

Any combination equivalent to:

1. Associate's degree (or 60 units) with 24 units in ECE/CD, including core courses plus 6 units in Administration and 2 units in Adult Supervision, plus 16 general education units, and Site Supervisor Permit..
2. Two (2) years teaching young children and two years supervising teachers (lead teacher).

Preferred Qualifications:

1. BA degree with 12 units of Early Childhood Development courses plus 3 units supervised field experience in an Early Childhood Development setting OR teaching.
2. Administrative or Administrative Services credential with 12 units in ECE plus 3 units supervised field experience in ECE setting.

WORKING CONDITIONS:

Environment:

1. Busy classroom and office environment.
2. Constant interruptions.

Physical Abilities:

1. Hearing and speaking to exchange information in person and on the telephone.
2. Dexterity of hands and fingers to operate a computer keyboard.
3. Vision to read various materials.
4. Standing for extended periods of time.
5. Bending at the waist, kneeling or crouching.
6. Lifting, carrying, pushing or pulling objects up to 20 lbs.

Date Approved: August 15, 2006; Revised: October 2012

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