



Office of Human Resources and Equal Opportunity Administrator Job Description

DIRECTOR, CHILD DEVELOPMENT CENTER

DEPARTMENT:

COLLEGE: De Anza

SALARY GRADE: [A2/A3 - I](#)

POSITION PURPOSE:

The Director of the Child Development Center will effectively operate and manage all aspects of the center including oversight of professional teaching staff. The Child Development Center is a state-of-the-art facility with a capacity for 200 children. The center also functions as a laboratory school for the Child Development Program offering infant/toddler through preschool programs.

NATURE and SCOPE:

The Director of the Child Development Center supervises the Child Development Center Teachers and the classified staff assigned to the center.

Responsibilities include center operations; coordination with the instructional program; staff recruitment and retention; curriculum development; and fiscal management ensuring that programs meet quality and regulatory standards and expectations.

KEY DUTIES and RESPONSIBILITIES:

The following duties and responsibilities are typical but not limited to the following:

1. Provide leadership, organization, and coordination of the on-campus childcare services.
2. Oversee the development and implementation of developmentally appropriate educational objectives and instructional programs, procedures, and services to all children enrolled at the center.
3. Establish relationships with childcare licensing and accrediting agencies; ensure all program offerings are in compliance with local, state, and federal regulations.
4. In collaboration with faculty and staff, plan, evaluate, and supervise enrollment activities, teaching, and parent programs.
5. Develop proposals and plans for the Child Development Center's instructional, facilities, and budgetary needs.
6. Lead, develop, and coordinate public relations, public information, and marketing activities for the center.
7. Represent and advocate for the Child Development Center at the College and District levels; participate in local, regional, and national activities, initiatives, and committees.
8. Develop and administer the annual budget.
9. Structure and maintain a safe and healthy teaching and working environment.
10. Coordinate fundraising efforts for the Child Development Center; prepare grant applications; ensure compliance with funding sources.
11. Plan, schedule, and chair staff meetings.

12. Maintain accurate records and documentation of all Child Development Center activities.
13. Hire, supervise, direct, and evaluate the teaching and classified staff.
14. Develop and implement staff trainings to keep staff apprised of policies and procedures.
15. Support, implement, and promote compliance with the District's Diversity and Equal Opportunity Plan in all aspects of employment and education; encourage cultural and ethnic diversity in staffing, curriculum, programs, and services.
16. Assure compliance with the District's Injury and Illness Prevention Program by providing motivation, incentives, and discipline to assigned staff; maintain a safe work environment, enforce safe work practices, report and investigate accidents, maintain necessary documentation, and require employees to receive mandated training.
17. Perform other related duties as assigned.

EMPLOYMENT STANDARDS

Knowledge:

1. Theories, practices, and current developments in the field of Child Development.
2. Working knowledge of all applicable laws, regulations, guidelines, and contracts, such as Education Code; Title XXII Licensing Regulations for Childcare Facilities; Title V Regulations for Child Development Services.
3. State Chancellor's Guidelines for Child Development Instruction and Service.
4. Accreditation requirements established by the National Association for the Education of Young Children; California laws regarding Mandated Reporting; Americans with Disabilities Act.
5. Childcare needs of a diverse community.
6. Personnel management.
7. Practical and ethical business practices.
8. District policies and procedures.
9. Computers: commonly used software and communication mediums.

Skills and Abilities:

1. 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. Respond to the changing needs of the Child Development Center and the community.
3. Work collaboratively in a team environment,
4. Communicate effectively both orally and in writing, including complex proposals, presentations and reports.
5. Establish and maintain successful working relationships.
6. Strong supervisory skills.
7. Public speaking and problem solving.
8. Read, interpret, apply, and explain rules, regulations, policies, and procedures.
9. Interpersonal skills.

Education and Experience:

1. An Associate's Degree in Child Development, Early Childhood Education, or a related field (required).
2. Minimum one year of management experience in a childcare environment, including program development and supervision.
3. Minimum two years hands-on experience working with children in an early childhood education setting.

Preferred Qualifications:

1. A Master's Degree in Child Development, Early Childhood Education, or a related field.
2. Eligible for Child Development Director Permit.

WORKING CONDITIONS:

Environment:

1. Typical office environment.
2. Childcare setting.

Physical Abilities:

1. Hearing and speaking to exchange information in person and on the telephone and make presentations.
2. Dexterity of hands and fingers to operate a computer keyboard.
3. Vision sufficient to read various materials.
4. Sitting for extending periods of time.
5. Bending at the waist.
6. Lifting and carrying objects up to 20 lbs.

Date Approved: July 2004; Revised: July 2019

Ed Code: H-10

Creditable Service: STRS