

## ANTELOPE VALLEY COMMUNITY COLLEGE DISTRICT

### DIRECTOR, CHILD DEVELOPMENT CENTER

CMS Salary Range 33

#### **BASIC FUNCTION:**

Under the direction of the Dean of Family and Consumer Education, plan, organize, direct, manage, supervise, coordinate, and evaluate the operation the Child Development Center as a laboratory for college students, and a child care program for children of students, faculty, staff, and the community; coordinate activities with other divisions and departments. Performs other related duties as may be assigned.

#### **REPRESENTATIVE DUTIES: E = indicates essential duties of the position**

- Plans, organizes, controls, and directs all aspects of the Child Development Center (CDC) to assure compliance with State and federal laws and regulations. (E)
- Interprets and implements Title 5 and 22 regulations and maintains health and safety standards including food program, universal health precautions, emergency procedures and facility and equipment safety. (E)
- Plans and follows program policies; participates in their review and modifications; develops, revises and updates program policies and documents. (E)
- Oversees curriculum development and implementation in accordance with exemplary developmentally appropriate practices in early childhood education and State standards; ensures that children with special needs have been properly educated; serves as a resource for staff in curriculum development and implementation and child development issues. (E)
- Ensures that all records are in compliance with the funding and/or regulatory agencies. (E)
- Prepares, submits, and administers annual budget and monitors financial records. (E)
- Prepares and submits reports and correspondence to state and federal agencies as required.
- Applies for extended funding. (E)
- Maintains and oversee all aspects of the State preschool and food programs.
- Supervises and meets with staff on a regular basis; coordinates tasks, assigns priorities; resolves problems; recruits, hires, trains, and evaluates substitute teachers, student workers and volunteers; schedules work and substitutes hours. (E)
- Oversees enrollment and placement of children in the program. (E)
- Supports and develops state mandated professional growth of staff; engages in continuous program evaluation as mandated by the state; serves as a professional growth advisor for staff, students, and community permit holders.
- Plans and implements parent involvement/participation/education programs through planning family events, PAC meetings, and preparing parent evaluations of the program; meets with parents on an informal and formal basis; provides parents with requested resources, and maintains positive relationships.
- Works collaboratively with child and family education, department faculty, college departments and divisions, community groups, local high school ROP programs, and CSUN early childhood program.
- Attends a variety of meetings and serves on various committees.
- Oversees selection, ordering, and care of supplies and equipment; inspects premises for potential health, safety, and security hazards and risks; administers basic first aid and CPR as necessary; and supervises ill or out of control children.
- Prepares a variety of reports and documents as required by state and federal requirements and by the College.
- Participates in mandatory professional development activities.
- Creates a vision based on program philosophy that includes diversity, inclusive practice, and non-discrimination and provides direction to the program.
- Arranges and facilitates community involvement with the CDC, conducts facility tours as needed and directs and plans family events in conjunction with parent advisory Council, other departments and/or community agencies.

- Performs other related responsibilities as may be assigned.

**EDUCATION AND EXPERIENCE:** Any combination equivalent to: Master's degree in Child Development Education or closely related field and three years of increasingly responsible child care instructional experience.

**LICENSES AND OTHER REQUIREMENTS:**

Early Childhood Development Education Certificate.

Children's Center Permit.

Basic First Aid Certificate.

Valid California driver's license.

Program Director Permit.

**KNOWLEDGE OF:**

Pertinent State and federal laws, codes and regulations.

Principles of child and human development theory.

Principles and practices of curriculum development.

Appropriate activities for children of various ages and skill levels.

Principles of basic nutrition.

Principles and practices of supervision.

Computerized budget procedures.

Record-keeping techniques.

Computer related technologies for support of instruction and administration.

Oral and written communication skills.

Knowledge of current standards for the education of young children.

**ABILITY TO:**

Organize, direct and implement the CDC program.

Prepare and administer a budget.

Supervise, train and evaluate assigned staff.

Recognize and define potential behavioral and learning problems of young children.

Instruct and supervise children of various ages involved in the CDC.

Develop and oversee curriculum development and implementation that is based on the center's philosophy and is in compliance with state standards for the child development and education programs.

Observe and record behavior of young children.

Apply appropriate disciplinary action.

Communicate effectively both orally and in writing.

Establish and maintain cooperative and effective working relationships with others.

Effectively utilize computer-based and related technologies.

**WORK DIRECTION, LEAD AND SUPERVISORY RESPONSIBILITIES:** Provides direction to classified Instructional Assistants, Student Workers, Student, and Hourly Workers and volunteers.

**CONTACTS:** Co-workers, other departmental staff, parents, faculty, children, governmental agencies, and the general public.

**PHYSICAL EFFORT:** Requires the ability to exert some physical effort, such as walking, standing and light lifting up to 50lbs; minimal dexterity in the use of fingers, limbs and body in the operation of office equipment. Tasks require extended periods of time at a keyboard.

**WORKING CONDITIONS:**

Office environment.