

San Diego Community College District

CLASSIFICATION DESCRIPTION

Title: Child Development Center Director

Unit: Supervisory and Professional

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Job Code: D1993
Original Date: 02/2023
Last Revision: 07/2024
Staff Type: Classified
FLSA status: Exempt
Salary Range: 05

DEFINITION

Under the general direction of the appropriate Dean or assigned manager, the Child Development Center Director position supervises and administers the daily operations of a college campus child development center to provide care and education to diverse communities. Operational supervision responsibilities include programs, services, and activities conducted in the assigned child development center; daily operations of the assigned child development lab center; planning, organizing, assigning, and evaluating the work of a diverse group of direct reports; and developing and maintaining cooperative working relationships with diverse faculty, classified professionals, and supervisors and managers in associated college and district divisions and departments to ensure effective, efficient, and equitable operations of the center.

EXAMPLES OF DUTIES

1. Supervise the daily operations of child development center programs, services, and activities at an assigned college to ensure equitable and inclusive operations for diverse children, families, students, faculty, and staff.
2. Assist the appropriate Dean or assigned manager in the development, implementation, coordination, and supervision of goals, objectives, policies, procedures, and work standards for the child development center; monitor changes in legal and regulatory requirements impacting center operations.
3. Ensure compliance with contract and grant requirements impacting the child development center, including, but not limited to, the California Department of Social Services, California Department of Education, and U.S. Department of Agriculture Child and Adult Care Food Program.
4. Oversee the enrollment process for families and children; maintain documents and records in accordance with applicable policies, procedures, regulations, and laws; and develop and implement strategies to meet enrollment targets.
5. Coordinates activities, services, and communications between diverse communities of child development faculty, related program staff, and other District campuses and among administrators, faculty, staff, departments, divisions, outside agencies, governmental agencies, students, and the public.
6. Plan, organize, supervise, and lead daily operations in the child development center, including assigning job duties and work schedules, providing timely feedback on performance, conducting performance evaluations, assessing training and professional development needs for assigned staff and providing training opportunities, participating in hiring and onboarding new staff, and participating in corrective and disciplinary processes with assigned staff.
7. Provide direction, information, technical assistance, and problem resolution to families, administrators, faculty, staff, students, outside agencies, and others concerning child development center operations and activities; provides information concerning programs, services, curriculum, and courses.

8. Participate in the development and administration of the child development center annual budget; participate in forecasting resource needs for staffing, equipment, materials, and supplies; monitor and approve expenditures; and implement adjustments.
9. Monitor and evaluate the efficiency, effectiveness, equity, and inclusiveness of programs, services, activities, and service delivery methods and procedures; assess and monitor the distribution of work, support systems, and internal reporting relationships; identify opportunities for improvement; and implement appropriate changes.
10. Oversee daily review and inspection of facilities to ensure safe and healthy work and instructional environments; conduct routine maintenance in the center; identify need for and schedule custodial services, maintenance and repair services, and public safety services; and inspect AED machines and related safety equipment.
11. Assist the appropriate Dean or assigned manager in ensuring programs, services, and activities comply with established standards, requirements, laws, codes, rules, regulations, ordinances, policies, and procedures; communicate compliance information to faculty, staff, students, and the public.
12. Assist the appropriate Dean or assigned manager in supervising emergency operations at the assigned campus or worksite.
13. Supervise the preparation, maintenance, preservation, and storage of records and files within established policies, procedures, and applicable legal requirements.
14. Coordinate with faculty on the assignment of students to lab activities in the center; provide guidance on policies, procedures, and processes.
15. Collaborate with college, district, county, state, and other agencies including, but not limited to, the state Department of Education, Commission on Teacher Credentialing, Community Care Licensing, Child and Adult Care Food Program, and Head Start programs.
16. Serve on district, college, or other committees and workgroups as assigned; attend meetings and present information regarding assigned campus, worksite, or program as assigned.
17. Work collaboratively and professionally with faculty, staff, students, and other stakeholders from diverse academic, socioeconomic, cultural, disability, gender, and ethnic communities.
18. Demonstrate cultural humility, sensitivity, and equity-minded leadership in working with individuals from diverse communities; model inclusive behaviors; and achieve equity in outcomes.
19. Contribute positively to a culture of diversity, equity, and inclusion; take action to promote staff diversity, address equity gaps impacting students, and create an inclusive environment in the child development center.
20. Perform related duties as assigned.

DESIRABLE QUALIFICATIONS**Knowledge:**

- Applicable California Education Code provisions and Title V and Title 22 requirements for childcare programs and centers.
- District organization, operations, mission, strategic objectives, policies, procedures, and rules.
- Effective college and program operations within a diverse educational and professional environment.
- Effective information and record management methods.
- Effective communication methods, techniques, and modes with diverse stakeholders.
- Effective, efficient, and equitable professional and service-oriented office operations, procedures, and practices.
- Fundamentals of accounting, budgeting, and fiscal reporting.
- Licensing requirements, governing regulations, audit, and compliance requirements specific to child development centers in California.
- Lived experiences of children, families, and students from diverse academic, socioeconomic, cultural, disability, gender, and ethnic communities.
- Principles and practices for effective, efficient, and equitable child development program operations.
- Software applications, computer systems, and other technology resources used in the administration of the child development center.
- Theories and practices of early childhood education, child development, and child behavior.

Skills and Abilities:

- Communicate effectively with diverse stakeholders, orally and in writing.
- Define issues, analyze problems, evaluate options, develop sound conclusions, and make appropriate recommendations in accordance with applicable laws, regulations, policies, procedures, and rules.
- Establish and maintain effective working and professional relationships with individuals from diverse communities.
- Hire, onboard, train, evaluate, supervise, develop, and discipline assigned staff.
- Implement policies and procedures; interpret, apply, and explain rules, regulations, policies, and procedures to students, faculty, staff, and the public effectively.
- Learn from errors, determine appropriate corrective action, and prevent repeat occurrences.
- Maintain accurate records and produce detailed, thorough, and accurate analyses and reports.
- Maintain appropriate professionalism in stressful situations.
- Operate and effectively use office technologies and software applications, including general business platforms and technologies specific to the child development center.
- Organize, assign, prioritize, and guide work activities of assigned staff and provide timely, effective feedback.
- Plan, organize, and supervise assigned programs and staff.
- Provide training, professional development, and professional growth to assigned staff.

Training and Experience:

Any combination of training and experience equivalent to: a Bachelor's degree from an accredited institution in child development, early childhood education, human development, or a related field with at least 24 units of early childhood education or child development, at least one program/curriculum course, six units in administration, and two units in adult supervision; two years of experience in teaching in a child care setting; four years of experience supervising adults in a child care setting; and two years' of experience as an administrator in a licensed child care center.

Demonstrated cultural competency, sensitivity to, and understanding of the diverse academic, socioeconomic, cultural, disability, gender, and ethnic backgrounds of community college students and staff.

Licenses and Certifications:

Program Direct Permit issues by the California Commission on Teacher Credentialing; CPR certification for infants, children, and adults; California Driver's License

WORKING CONDITIONS

Physical Requirements:

Category III

Environment:

Favorable, usually involves an office.