

GLENDALE COMMUNITY COLLEGE DISTRICT CLASS DESCRIPTION CHILD
DEVELOPMENT CENTER DIRECTOR

DEFINITION

Under direction, responsible for the planning, implementation, supervision, and administration of a comprehensive laboratory school, toddler and preschool age Children's Center program which provides for the physical, mental, social, and emotional welfare of each child.

EXAMPLES OF DUTIES

Recommend and implement policy and procedures for the Child Development Center consistent with approved policy and all applicable state and local regulations.

Assure compliance with all health and safety regulations.

Provide leadership and guidance to the professional staff in establishing and meeting educational and developmental goals.

Prepare and submit an annual budget; supervise the expenditures of the budget as allocated.

Review the physical plant and equipment for the program; recommend maintenance, repairs, and improvements within the budget.

Recommend employment of the staff for the Center.

Supervise the maintenance of records in compliance with funding or regulatory agencies.

Establish and implement a fee schedule; see that appropriate fees are collected, deposited, and recorded in accordance with approved policy.

Serve as an ex-officio member of the CDC's Advisory Board and attend all meetings of the Board and its committees.

Arrange for substitute help as needed.

Assist staff in preparing daily, weekly, monthly, and yearly plans.

Plan and implement a food program based on sound nutritional principles.

Purchase supplies and equipment.

Arrange a program for parent education and participation.

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Maintain an active system of parent-center relationships and communication.

Plan for the orientation of parents to center and inform them of policies and procedures.

Supervise a parent organization.

Be available to parents for personal or telephone conferences.

Maintain a parents' library.

QUALIFICATIONS

Knowledge of:

Knowledge of federal, state, and local funding sources, funding requirements, and laws and regulations governing programs for young children.

Knowledge of organization and coordination of child care services at a community college.
Knowledge of general principles of management, supervision, and training.
Health and Nutritional needs of young children.
Health and safety regulations.
Record-keeping techniques in compliance with state licensing regulations.
Parent Education and skill in working with parent groups.
Child Development principles and practices relative to preschool education.

Ability to:

Organize, coordinate and oversee the operations and activities of a Children's Center for pre-school children.
Organize, schedule and coordinate programs, staff and equipment.

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Communicate effectively with parents, students, staff, administrators and people of various economic and ethnic backgrounds.

Read, interpret, apply and explain rules, regulations, policies and procedures.

Evaluate program effectiveness.

Train, supervise and evaluate personnel.

Maintain records and prepare reports.

Establish and maintain cooperative and effective working relationships with others.

EMPLOYMENT STANDARDS

Minimum Requirements:

Bachelor's Degree in Early Childhood Education or related field; plus three years of full-time experience administering an early childhood Children Center program; and two years of experience as an Early Childhood Education Teacher.

Desirable Requirements:

Children's Center Permit.

Children's Center Supervision Permit.

A Master's Degree in Early Childhood Education.

Adopted: June 22, 1992