

**ASSISTANT DIRECTOR, CHILD DEVELOPMENT**

**DEFINITION**

Under direction, responsible for administering a comprehensive infant and preschool program. Perform a variety of specialized duties related to care and education of young children and the training of college students in the Child Development Center and affiliated programs and supervise and train assigned staff. Perform the duties of the Child Development Director in their absence.

**SUPERVISION RECEIVED AND EXERCISED**

General supervision is received from the Director of the Child Development Center.

Supervision may be exercised over Early Childhood Educators, Master Early Childhood Educators, Lead Master Early Childhood Educators and Child Develop Relief Workers and student assistants.

**EXAMPLES OF DUTIES**

Supervises and manage classroom schedules.

Schedules the use of shared classroom space and equipment.

Replaces equipment and stock supplies as necessary and within budget constraints.

Implements the center safety and disaster plan.

Plans for, conducts and keeps a record of fire and mass disaster drills.

Supervises center food service staff.

Plans a food program based on sound nutritional principles.

Maintains departmental area(s) in a safe, clean and orderly condition; assure compliance with established District and Child Development center safety procedures and regulations.

Provides care and education for classrooms of children, 15-months through preschool age, and interact with children in a developmentally appropriate manner.

Provides learning experiences in Social/Emotional Development, Cognitive Development and Physical Development.

Oversees and participates in curriculum planning, assessments, and documentation.

Oversees and participates in supervision and mentoring of college and community students assigned to the Child Development Center.

Designs effective environments for learning through functional and attractive displays, interest centers and exhibits of children's work.

Maintains accurate administrative records and prepares required reports.

Maintains state required documentation and records.

## **EXAMPLES OF DUTIES (continued)**

Attends required staff meetings.

Maintains professional competence through in-service educational activities provided by District and /or self-selected professional growth activities.

Cooperates with all federal, state, and local inspection agencies.

Manages the program budget.

Prepares monthly reports on the status of the budget.

Collects enrollment fees and tuition.

Enrolls children based on the priority framework set by the program guidelines.

Interviews parents of prospective students and familiarizes the parents of newly enrolled students with school policies.

Attends and participates in the parent advisory board meetings. .

Plans and administers a parent education and participation program.

Provides direction to a parent organization and communicates district guidelines.

Conducts conferences with parents on the telephone or in person as requested.

Performs related duties as assigned.

## **QUALIFICATIONS**

### **Knowledge of:**

Child development theories and its application to providing curriculum and guidance for young children.

Appropriate principles, practices and procedures used in child care programs.

Pediatric CPR, first aid, and health practices as required by Title 22.

Effective team teaching skills for working with staff members and students.

Interpersonal skills, using tact, patience and courtesy in assisting staff, college students and families.

Federal, state, and local funding sources, funding requirements, and laws and regulations governing programs for young children.

General principles of management, supervision, and training.

Record keeping techniques in compliance with state licensing regulations.

### **Ability to:**

Communicate effectively with children, staff and community representatives.

## **QUALIFICATIONS (continued)**

Demonstrate effective interaction and guidance techniques with children in accordance with center philosophy.

Communicate effectively both orally and in writing.

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.

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

Evaluate program effectiveness.

Effectively 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 of Arts/Science degree from an accredited university or college in Early Childhood Education (ECE), Child Development (CD) or related field, including a minimum of 24 ECE/CD units; plus 6 units in administration and supervision of CD programs, 2 units in adult supervision, and 3 units infant toddler.

Five years of successful paid teaching experience with preschool and infant/toddler children.

Two years of successful paid supervision experience with preschool and infant/toddler programs.

Valid Child Development Site supervisor Permit or higher.

Pediatric CPR, first aid and documented training in health practices as required by Title 22.

### **WORKING CONDITIONS:**

Child Development Center laboratory school program subject to childhood communicable diseases.

Must be able to lift 40 pounds.