

ASSISTANT DIRECTOR, CHILD DEVELOPMENT CENTER

DEFINITION

Under the general direction of the Director, Child Development Center, the Assistant Director, is responsible for assisting in the management of the day-to-day operations of the Child Development Center. Provides administration and coordination in compliance with Title 5, Title 22, National Association for the Education of Young Children (NAEYC) and College policies and procedures.

EXAMPLES OF ESSENTIAL FUNCTIONS (Illustrative Only)

- Coordinates, supervises, and evaluates classroom and support activities at the Child Development Center.
- Identifies program needs and objectives.
- Trains, supervises, and evaluates classified and support staff.
- Evaluates program activities and recommends changes.
- Coordinates and supervises college students and volunteers as they relate to the Centers operation.
- Plans, coordinates and conducts parent education programs and activities.
- Assists in maintaining inventory records and ordering supplies.
- Assists the Director in compiling and maintaining all federal and state reports.
- Assists in planning and implementing staff development.
- Maintains accurate records, including non-classified hourly personnel documentation, immunization records of children and parents.
- May function as a substitute teacher when necessary.
- Provides administration and coordination in compliance with Federal Parents in School Grant and NAEYC standards.
- Perform other related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Current concepts utilized in early care and education.
- Appropriate curriculum and classroom techniques for infants, toddlers and preschool children.
- Health, safety and nutritional requirements of infants, toddlers and preschool children.
- Parent-child-teacher relationships.
- Budgeting, scheduling and staffing patterns.
- Principles of organization and work management.

Skills and Abilities to:

- Supervise the Child Development Center in the absence of the Director.
- Provide assistance to students, parents, staff and volunteers.
- Develop and implement communication tools such as newsletters for parents.
- Interview, hire and schedule work study students.
- Coordinate and schedule students and volunteers assigned to the Center.
- Work effectively with staff, parents, children, students, and Child Development faculty.
- Perform billing operations.

- Work independently at a variety of assignments.
- Possess strong problem solving skills.
- Excellent interpersonal skills.
- Excellent written and oral communication skills.
- Assist Director in other duties as assigned.

Education and Experience:

Any combination of training and experience which would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

- Bachelor's degree, in Early Childhood Education, Child Development, or closely related field or equivalent combination of training and experience.
- Must meet the California Child Development Site Supervisor or Program Director Permit education and experience requirements under California Title 5 regulations.
- Must demonstrate sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college students.
- At least five (5) years of progressively responsible teaching experience in a child development center including at least one (1) year in a lead or supervisory capacity.

Licenses and Certifications:

- Must have current First Aid and CPR Certifications for infants, children, and adults.
- The incumbent must have the ability to get to a variety of locations. This is usually accomplished by driving a personal vehicle to said locations. If operating a vehicle, the ability to secure and maintain a valid California driver's license is required.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle and to visit various District and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. This is primarily a sedentary office classification although standing and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Incumbents must possess the ability to lift, carry, push, and pull materials and objects up to 20 pounds.

ENVIRONMENTAL ELEMENTS

Incumbents work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Incumbents occasionally work in the field and are exposed to loud noise levels, inclement weather conditions, confining workspace, chemicals, electrical and/or mechanical hazards, and hazardous physical substances and fumes. Incumbents may interact with staff, students, and/or public and private representatives, and contractors in interpreting and enforcing departmental policies and procedures.