

**DIRECTOR, CHILD DEVELOPMENT SERVICES QUALITY ASSURANCE  
(Academic)**

CLASS SUMMARY

Under the direction of the Child Development Services Executive Director, plans, organizes, directs and oversees the monitoring and tracking activities of the Child Development Services programs, such as Early Head Start and State Preschool, to meet compliance mandates and addresses continuous improvement; assumes and performs related duties and responsibilities as required.

REPRESENTATIVE DUTIES

Plans, coordinates, directs and evaluates programs; selects, trains, supervises and evaluates staff; identifies program needs and resulting procedural activities; develops budgets; evaluates methods, procedures and activities; monitors quality and compliance; performs internal audits and improvement plans; generates and analyzes data for reports; writes and develops procedures, documents, and other systems to maintain compliance.

ORGANIZATIONAL RELATIONSHIPS

This class reports to the Executive Director, Child Development Services. This class supervises center directors, associate directors, site supervisors, master teachers, master teachers on special assignment, administrative secretaries, administrative clerks, and general office clerks. This class works with parents and community agencies, public agencies, college departments and the general public.

DESIRABLE QUALIFICATION GUIDE

**Training and Experience**

MA in early childhood education, child development or a closely related field.

**OR**

An equivalent combination of training and experience.

**AND**

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

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DESIRABLE QUALIFICATION GUIDE (CONT'D)

**Training and Experience (cont'd)**

At least five years of progressively responsible teaching experience in a child development center including at least two years in a lead or supervisory capacity.

**Knowledge and Abilities**

Thorough knowledge of: philosophy, concepts, methods, terminology, and techniques for the development of infants, toddlers and preschool age children; methods and practices for selecting, training, and supervising staff; grant writing and funding principles and concepts; State Department of Social Services licensing standards of health and safety; pertinent Federal, State and local laws, codes, and regulations including DSS Title 22 regulations, CDE Title 5 regulations, State and County Health and Safety Codes, Playground Safety regulations, and Federal Food Program for Children and Adults Regulations; principles and practices of budget preparation and administration; principles of supervision, training, and performance evaluations.

Good knowledge of: college and governmental policies and regulations; nutritional, health and safety needs of children; principles and practices of management and budgeting.

Knowledge of: community resources; special needs of children from diverse backgrounds.

License:

Certificate of completion of a 15-hour course in preventive First Aid. Certificate of completion of CPR training for infants, children and adults.

**AND**

Possession of a Child Development Program Director Permit or Site Supervisor Permit issued by the State of California, Commission on Teacher Credentialing.

**AND**

Possession of, or ability to obtain, an appropriate valid driver's license.