

**ASSOCIATE DIRECTOR I
(Academic)**

CLASS SUMMARY

Under the general direction of a Director, assumes responsibilities for the administrative duties of a Child Development Center or specialized project.

REPRESENTATIVE DUTIES

Plans, coordinates, supervises and evaluates classroom and support activities at a child development center or special project; coordinates staff schedules; identifies program needs and objectives; trains, supervises and evaluates certificated, classified and support staff; conducts staff meetings; evaluates program activities and recommends changes; enrolls children in center according to state or federal guidelines and district policies through interviews and evaluation of applications; orients parents and children; maintains records and reports; orders and purchases supplies and equipment; plans and implements parent participation program; coordinates student observers; seeks and coordinates community involvement in the program; provides referrals to appropriate community services.

ORGANIZATIONAL RELATIONSHIPS

The Associate Director reports to a Director. This position supervises: master teachers, teachers, child development interns, student assistants, cooks, clerks, and custodians. The Associate Director works with parents, college students, community agencies, staff, and children.

DESIRABLE QUALIFICATION GUIDE

Training and Experience

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

OR

An equivalent combination of training and experience.

AND

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Training and Experience (continued)

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

At least five years of progressively responsible teaching experience in a child development center including at least one year 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 volunteers; State Department of Social Services licensing standards of health and safety.

Good knowledge of: nutritional, health and safety needs of children;; 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 of supervision, training, and performance evaluations.

Knowledge of: community resources; special needs of children from diverse backgrounds; principles and practices of management and budgeting.

Ability to: plan, organize and supervise activities of a child development center or specialized project; train, motivate and evaluate personnel and volunteers; identify and assess developmental needs of infants, toddlers and preschool age children; establish and maintain effective relationships with personnel, children, parents, volunteers, and the community; be sensitive to children from diverse backgrounds; provide professional leadership and direction of a child development center or specialized project; recommend and implement goals, objectives and practices for providing effective and efficient child development services; analyze problems, identify alternative solutions, project consequences of proposed action, and implement recommendation in support of child development goals; prepare clear and concise administrative reports; communicate clearly and concisely, both orally and in writing.

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Knowledge and Abilities (continued)

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.