

**DIRECTOR II, CHILD DEVELOPMENT CENTER  
(Academic)**

CLASS SUMMARY

Under administrative direction, provides leadership and direction to: manage, supervise, and coordinate child development center programs and activities; coordinate assigned activities with other college programs and departments, and outside agencies; provide highly responsible and complex professional support to the Executive Director, Child Development Services. This class is the director for a large child development center.

REPRESENTATIVE DUTIES

Plans, coordinates, directs and evaluates classroom and support activities at a child development center; selects, trains, supervises and evaluates staff, teachers, aides and volunteers; participates in identifying program needs and objectives and resulting procedures and activities; participates in developing budgets; evaluates methods, procedures and program activities and recommends changes; enrolls children in center according to governmental guidelines and district policies through interview and evaluation of applications; orients child and parents to center; prepares special and regular reports; maintains budgets for the center; plans and implements parent participation program; conducts staff meetings and parent conferences; writes monthly newsletter; directs the purchasing of supplies; coordinates use of center by college classes; seeks and coordinates community involvement in programs such as hearing and vision screening; provides referrals to appropriate community services.

ORGANIZATIONAL RELATIONSHIPS

This class reports to the Executive Director, Child Development Services. This class supervises assistant directors, associate directors, site supervisors, master teachers, teachers, child development interns, child development aides, student assistants, food service workers, custodians, 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.

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**Training and Experience (continued)**

***AND***

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.

At least two years of administrative responsibility overseeing a child development center.

**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; 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.

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