

EXECUTIVE DIRECTOR, CHILD DEVELOPMENT SERVICES
(Academic)

CLASS SUMMARY

Under general direction, plan, organizes, directs and oversees all classroom and support activities at a child development center; assumes and performs related duties and responsibilities as required.

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 program such a hearing and vision screening; provides referrals to appropriate community services.

ORGANIZATIONAL RELATIONSHIPS

This position reports to the Chair of the Child Development Department and the Assistant Vice Chancellor of Educational Services. This class supervises assistant directors, site supervisors, head teachers, teachers, child development interns, child development aids, food service workers, custodians, senior clerks, and intermediate clerk. This class works with parents and community agencies.

DESIRABLE QUALIFICATIONS GUIDE

Training and Experience

350 days experience in an early childhood education center within the last four years, including a minimum of 100 days of site supervision experience.

Knowledge and Abilities

Thorough Knowledge of: philosophy, concepts, methods, terminology, and techniques for the development of preschool age children; methods and practices for selecting, training, and supervising staff volunteers.

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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; train, motivate and evaluate personnel and volunteers; identify and assess developmental needs of 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.

License: Children's Center Supervision permit or Child Development Program Director permit.