

**RIO HONDO COMMUNITY COLLEGE DISTRICT**  
**DIRECTOR OF CHILD DEVELOPMENT CENTER**

**DEFINITION**

Under administrative direction, to provide leadership and direction; to manage, supervise, and coordinate the Child Development Center programs and activities, including grants; to coordinate assigned activities with other District divisions, and outside agencies; and to provide highly responsible and complex professional support to the Dean of Social Services/Humanities/Philosophy.

**SUPERVISION EXERCISED**

Exercises direct supervision over professional, technical, and administrative support staff.

**EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES**

Provide leadership and direction and assume management responsibility for Child Development Center programs, services, and activities.

Manage and participate in the development and implementation of goals, objectives, policies, and priorities for Child Development Center programs including grants; recommend, within District policy, appropriate service and staffing levels; recommend and administer policies and procedures.

Continuously monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; conduct needs and instructional program analysis; assess and monitor work load, administrative and support systems, and internal reporting relationships; identify opportunities for improvement and review with the Dean of Social Services/Humanities/Philosophy; direct the implementation of improvements.

Select, train, motivate, counsel, and evaluate assigned personnel; provide or coordinate staff training; work with employees to develop skills and abilities.

Plan, direct, coordinate, and review the work plan for the Child Development Center; meet with staff to identify and resolve problems; assign work activities, projects, and programs; monitor work flow; review and evaluate work products, methods, and procedures.

Manage and participate in the development and administration of the Child Development Center program annual budget; direct the forecast of additional funds needed for staffing, equipment, materials, and supplies; direct the monitoring of and approve expenditures; direct and implement adjustments as necessary.

**EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES**

Serve as a liaison for the Child Development Center with other District divisions, and outside agencies; negotiate and resolve significant and controversial issues.

Provide responsible staff assistance to the Dean of Social Services/Humanities/Philosophy; prepare and present staff reports and other necessary correspondence.

Conduct a variety of organizational studies, investigations, and operational studies; recommend modifications to Child Development Center programs, policies, and procedures as appropriate.

Ensure maintenance of a physical environment that conforms to the State Department of Social Services licensing standards of health and safety; conduct routine inspections to ensure compliance.

Plan, organize, and direct the Child Development Center/Lab School to provide a quality child development program for children, students, students in teacher training, and students in other disciplines.

Supervise the maintenance of appropriate records for children, staff, and students.

Write, maintain, and enforce policies and procedures manuals for staff, students, and parents; prepare informational brochures.

Analyze the needs of the children; supervise the implementation of developmentally appropriate practices and communicate the results to parents, staff, and faculty.

Market and conduct outreach for the Center.

Recruit, organize, and act as advisor to the parent Advisory Board.

Initiate and perform strategic planning, program evaluation, research, and advocacy for the Child Development Center.

Research and analyze grant opportunities; write and submit funding proposals.

Participate on a variety of boards and commissions; attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of child development and center operations.

Promote equal opportunity and student and gender equity to effectively serve the District's diverse community.

Develop, apply, and evaluate effective approaches to implement the policies of the Rio Hondo Community College District relating to program and workforce diversity in order to fulfill the core academic mission of the District and serve its diverse community.

**EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES (cont.)**

Provide effective leadership and direction to recruitment and retention efforts to further workforce diversity policies of the District.

Respond to and resolve difficult and sensitive inquiries and complaints.

Administer applicable collective bargaining agreements.

**OTHER JOB RELATED DUTIES**

Perform related duties and responsibilities as assigned.

**JOB RELATED AND ESSENTIAL QUALIFICATIONS**

**Knowledge of:**

Operational characteristics, services, and activities of a Child Development Center program.

Organizational and management practices as applied to the analysis and evaluation of Child Development Center programs, policies, and operational needs.

Modern and complex principles and practices of Child Development Center program development and administration.

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 evaluation.

Safe driving principles and practices.

**Skill to:**

Operate modern office equipment including computer equipment and software.

Operate a motor vehicle safely.

**Ability to:**

Provide administrative and professional leadership and direction for the Child Development Center.

Recommend and implement goals, objectives, and practices for providing effective and efficient Child Development Center services.

Manage, direct, and coordinate the work of professional, technical, and administrative support personnel.

Select, supervise, motivate, counsel, train, and evaluate staff.

Identify and respond to Child Development Center issues, concerns, and needs.

Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of Child Development Center goals.

Research, analyze, and evaluate new Child Development Center service delivery methods, procedures, and techniques.

Prepare and administer budgets.

Prepare clear and concise administrative reports.

Interpret and apply the policies, procedures, laws, codes, and regulations pertaining to Child Development Center programs and functions.

Communicate clearly and concisely, both orally and in writing.

Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

**Minimum Qualifications:**

**Experience/Training:**

Graduation from a four-year college or university with a major in early childhood education, child development or a closely related field; and at least five years of progressively responsible teaching experience in a child development program, at least one of which was in a lead or supervisory capacity; or an equivalent combination of training and experience.

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

**License or Certificate:**

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

Possession of First Aid, CPR for Infants, Children and Adults and a 15-hour course in Preventative CPR and First Aid certificates.

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

**Special Requirements:**

*Essential duties require the following physical skills and work environment:*

Ability to sit, stand, walk, kneel, crouch, stoop, squat, crawl, twist, climb, and lift 20 lbs.; exposure to outdoors; ability to travel to different sites and locations.

Range: 35

**Effective Date:** May 11, 2005

**Revised Date:** February 16, 2006, October 18, 2006