CERRITOS COMMUNITY COLLEGE DISTRICT
JOB DESCRIPTION

CLASSIFICATION:  Director of Child Development Center  
(   Educational Administrator)  

DATE APPROVED:   03/02/94  

RANGE:  15 (Management Salary Schedule)  

DEFINITION

Under general supervision of the Division Dean, directs, coordinates and supervises the activities of the Child Development Center Program.

EXAMPLES OF DUTIES AND RESPONSIBILITIES

1. Assists in the operation and compliance of the Child Development Center in accordance with District policy and state licensing regulations and National Academy regulations.

2. Assists in the development of curriculum and instructional materials.

3. Maintains fiscal, attendance, and pupil personnel records for the Center (including supervision of registration, collection, and deposit of parent fees).

4. Conducts conferences with parents regarding growth, development, and adjustment of their children. Answers questions from students and the community regarding the care of children and the philosophy of the Center.

5. Assists in the selection, orientation, scheduling, supervision and evaluation of work study students.

6. Assists practicum students with planning and classroom activities and evaluates student interaction with children and staff.

7. Assists with the development of the preliminary budget for the Center, and manages the approved budget.

8. Prepares orders for supplies, equipment, and repairs. Maintains inventory each semester.

9. Handles all correspondence and communications for the Center, including publicity and newsletters.

10. Conducts and attends weekly staff meetings, provides in-service and staff development activities.

11. Schedules teacher hours and provides substitute services during absences.
12. Develops, chairs and conducts Advisory Committee meetings (at least one meeting each year).

13. Assists with the publicity and promotion of the Child Development Center Program.

14. Guides and supervises all Child Development student observations and projects at the Child Development Center.

15. Certifies payroll reports for teaching, classified, temporary and student hourly personnel assigned.

16. Assists in the selection and recommendation of employment of assigned personnel.

17. Assists with supervision and evaluation of assigned personnel.

18. Participates in meetings held by faculty in the Instructional Child Development Program.

19. Assists in developing State and Federal grants related to child development.

20. Performs other related duties as assigned.

QUALIFICATIONS

1. Minimum of a Master's degree in Child Development or related field from an accredited college or university.

2. Minimum of three (3) years of teaching and/or administrative experience in a Child Development Center program.

3. Possession of a valid California State Children's Center Instructional Permit with Supervision authorization; OR qualify for Program Director level of the California State Child Development Permit.

4. Ability to direct and supervise the work of others.

5. Ability to communicate clearly and effectively both orally and in writing.

6. Ability to work cooperatively with faculty, staff, students, and parents.

7. Demonstrated understanding, sensitivity, and commitment to meeting the needs of the diverse academic, socioeconomic, cultural, disability, and ethnic background of the student/community population.

8. Valid CPR and first aid certification.

Revised: 2/10/00
Revised: 11/11/00 (Change to Salary Range 15 only)