

SOUTHWESTERN COMMUNITY COLLEGE DISTRICT

CLASS TITLE: DIRECTOR-CHILD DEVELOPMENT CENTER/LAB SCHOOL

BASIC FUNCTION:

Under the direction of a Dean, plan, organize, control and direct the educational program for the College Child Development Center (CDC) and Lab School; perform the classroom duties of a Master Teacher as required; supervise and evaluate the performance of assigned personnel.

REPRESENTATIVE DUTIES:

Plan, organize, control and direct the educational program for the College Child Development Center and Lab School; perform the classroom duties of a Master Teacher as required. *E*

Assure compliance with relevant State and federal laws and campus policies and procedures; assure school policies are consistently adhered to by staff, parents and student workers; work with other CDC faculty to implement philosophies for the campus lab school; maintain proper legal documentation for students, staff and children enrolled in the program. *E*

Supervise and evaluate the performance of assigned staff; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions; plan, coordinate and arrange for appropriate training of subordinates. *E*

Prepare and conduct staff meetings; prepare agendas for staff meetings; follow-up on areas discussed in meetings as appropriate; communicate with staff regarding issues or concerns or the overall CDC operation. *E*

Interview families and assure developmental history is acquired for each new child prior to admission; prepare memos and notices informing parents of CDC news; make telephone calls to parents as needed; maintain confidentiality of sensitive information. *E*

Respond to various issues regarding students including discipline, safety and positive interaction in the classroom and on the yard; recognize and report suspected child abuse to appropriate authorities according to established rules, regulations and guidelines. *E*

Direct the preparation and maintenance of a variety of narrative and statistical reports, records and files related to assigned activities, children and personnel; complete various forms, projects, reports, memos and other paperwork; develop current staff and parent handbooks. *E*

Communicate with other administrators, personnel, social service and other outside agencies to coordinate activities and programs, resolve issues and conflicts and exchange information. *E*

Develop and prepare the annual preliminary budget for the CDC; analyze and review budgetary and financial data; control and authorize expenditures in accordance with established limitations; assist with the preparation and submission of grant proposals for additional funding for the program; order equipment and supplies as needed. *E*

Assure a clean, safe and healthy lab environment. *E*

Represent the Center in the community and assist with publication of brochures and other public information. *E*

Serve on an advisory committee for the Center and provide monthly reports to the committee as assigned. *E*

Attend and conduct a variety of meetings as assigned; make presentations as assigned.

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Planning, organization and direction of the CDC.

Preschool curriculum.

Theories and principles of early childhood development.

Age-appropriate behaviors and expectations.

Applicable laws, codes, regulations, policies and procedures.

Grant writing techniques.

Budget preparation and control.

Oral and written communication skills.

Principles and practices of administration, supervision and training.

Interpersonal skills using tact, patience and courtesy.

Operation of a computer and assigned software.

ABILITY TO:

Plan, organize, control and direct the activities and operations of the CDC.

Perform classroom duties of Master Teacher during assigned hours.

Communicate with and resolve issues from staff, parents, students and others.

Supervise and evaluate the performance of assigned staff.

Communicate effectively both orally and in writing.

Interpret, apply and explain rules, regulations, policies and procedures.

Establish and maintain cooperative and effective working relationships with others.

Analyze situations accurately and adopt an effective course of action.

Meet schedules and time lines.

Work independently with little direction.

Plan and organize work.

Prepare comprehensive narrative and statistical reports.

Direct the maintenance of a variety of reports and files related to assigned activities.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: Bachelor of Arts or Sciences in Child Development and Family Studies or related field and five years teaching experience including at least one year in a college laboratory school or center and including one year as a Director or Assistant Director of a program for young children.

LICENSES AND OTHER REQUIREMENTS:

Incumbents must meet the requirements for a Program Director and Master Teacher as defined by the California Commission on Teacher Credentialing.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor environment.

PHYSICAL ABILITIES:

Hearing and speaking to exchange information and make presentations.

Seeing to read a variety of materials.

APPROVED BY THE GOVERNING BOARD ON February 11, 1998 .