

CHABOT-LAS POSITAS COMMUNITY COLLEGE DISTRICT

Program Director, Early Childhood Development Laboratory School

Class Specification

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

DEFINITION

This position is responsible for the administration and supervision of the Chabot College Early Childhood Development (ECD) Laboratory School. Under general direction of the Dean of Academic Services, the employee schedules staff, monitors enrollment through various funding sources, coordinates with Early Childhood Development (ECD) faculty in curriculum development, and establishes and maintains lines of communication between families, instructors, students and classroom teaching staff.

REPRESENTATIVE DUTIES AND RESPONSIBILITIES

The following duties are typical for this classification. Incumbents may not perform all the listed duties and/or may be required to perform additional duties not listed, but within classification.

The Program Director shall:

1. Assumes responsibility for the daily administration and supervision of the Chabot College ECD Lab School;
2. Oversees adherence to policies and procedures set by Community Care Licensing, State Department of Education, and Federal Grantees as well as Chabot-Las Positas Community College District including those related to child enrollment;
3. Establishes program philosophy in collaboration with ECD faculty and sets operational goals and vision for implementation with classroom teachers; assumes responsibility for the demonstration of developmentally appropriate practices based on current child development information and research;
4. Collaborates with ECD faculty in curriculum development which includes the alignment of theory and practice, instructor assignments, class offerings;
5. Works with the ECD Department regarding activities appropriate for the ECD Lab School children, staff, families, and college student population;
6. Oversees and participates in the development and administration of the ECD Lab School annual budget; participates in the forecast of funds needed for staffing, equipment, materials, and supplies; monitors and approves expenditures; implements adjustments;
7. Researches, identifies, and creates grant applications for potential resources of additional income for the ECD Lab School; seeks funding sources to provide specified contracted services to eligible children and families;
8. Participates in hiring; supervises, trains, and evaluates assigned ECD Lab School staff; conducts regular staff meetings; assists in assigning students to individual classrooms for appropriate lab experience;
9. Conducts program reviews; evaluates the program yearly, maintains best practices;
10. Coordinates the parent and student enrollment, orientation and participation within the Center;
11. Provides responsible staff assistance to the assigned Dean, Academic Services; in conducting a variety of organizational studies, investigations, and operational studies; recommends modifications to ECD Lab School programs, policies, and procedures as appropriate;

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12. Coordinates services and activities with other departments as well as outside agencies; attend meetings with other community agencies; establishes and maintains lines of communication between families, instructors, students and classroom teaching staff;
13. Serves as the liaison for the ECD Lab School with other departments, divisions, and outside agencies; negotiates and resolves sensitive and controversial issues.
14. Represents the College and the ECD Lab School in meetings both on campus and off campus concerning funding, licensing, and general understanding of the changes in the programs;
15. Responsible to Community Care Licensing to follow all regulations and guidelines concerning Laboratory licenses;
16. Maintains an early childhood resource library;
17. Actively involved in professional early care and education organizations and community agencies;
18. Performs other related duties as assigned.

MINIMUM QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

1. Operational characteristics, services and activities of a child development center and the principles and practices used in the administration of such a center;
2. Theories and principles of early childhood growth and development;
3. Early childhood teacher training principles and practices;
4. Principles of supervision, training and performance evaluation;
5. Principles and practices of grant writing, program development, implementation and administration;
6. Procedures, methods and techniques of budget preparation and control; Methods and techniques of research, analysis, and report preparation;
7. Principles and procedures of financial record keeping and reporting;
8. Pertinent Federal, State, local codes, laws, and regulations;
9. Licensing guidelines and funding terms and conditions for operation of childcare and development programs in California;
10. Classroom management and instructional techniques;
11. Nutrition, health and safety needs of children;
12. Philosophy, concepts, methods, terminology and techniques for enhancing the development of infant, toddler and preschool age children.

Ability to:

1. Oversee and participate in the management of a comprehensive child development center;
2. Implement program policies and curriculum activities;
3. Identify and assess developmental needs of preschool age children, and be sensitive to children and families from diverse backgrounds;
4. Participate in the development and administration of goals, objectives, and procedures for assigned areas;
5. Interpret and apply federal, state, and local policies, laws, regulations and administrative policies and procedures;
6. Adhere to National Association for the Education of Young Children (NAEYC) professional code of ethics and models this philosophy for all children, staff, and parents;
7. Maintain current knowledge of trends and research in early childhood education;
8. Communicate with and resolve issues from staff, parents, students, and others;
9. Research, analyze, and evaluate new service delivery methods and techniques;

10. Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals;
11. Prepare and administer grants and budgets; write proposals for grants; prepare reports required by grants;
12. Organize and coordinate projects and prioritize activities to meet established deadlines; Supervise, direct, train and evaluate the work of assigned staff;
13. Prepare clear and concise administrative and financial reports;
14. Communicate clearly and concisely, both orally and in writing;
15. Perform responsible administrative support duties involving the use of independent judgment and personal initiative;
16. Establish and maintain effective relationships with those contacted in the course of work;
17. Demonstrate a sensitivity to, and understanding of the diverse academic, socioeconomic, cultural, and ethnic backgrounds of community college students and personnel, including those with physical or learning disabilities.

MINIMUM EDUCATION & EXPERIENCE

Any combination of the following would provide a typical way to obtain the required knowledge and abilities.

Equivalent to a Bachelors degree from an accredited college or university with major course work in child development, early childhood education, human development or a related field including 24 Child Development units, 6 Early Childhood Program Administration units, and 2 adult supervision units AND two years of increasingly responsible experience teaching young children and two years of experience supervising adults as a head teacher, site supervisor, co-op director, or in a related position OR equivalent combination of education and experience which indicates the possession of the knowledge, skills, and abilities to successfully accomplish the work.

License or Certificate

Possession of, or ability to qualify for, a Title V Site Supervisor or Program Director permit.

Possession of, or ability to obtain, a valid CPR/First Aid Certification.

Possession of a valid Class 3 (autos and light trucks) California Driver's License.

OTHER REQUIREMENTS

Work in a sitting position for extended periods of time; function with sufficient static strength, extent flexibility and manual dexterity at the level required to perform the representative duties.

SPECIAL CHARACTERISTICS

Ability to deal in an effective, tactful manner with the campus population and program participants. Good written and verbal communication skills as well as congenial personality to facilitate dealing with employees, program participants, and the public in general; ability to establish and maintain cooperative working relationships with those contacted in the course of work. Self-motivated and assertive individual.

PURPOSE OF CLASS

To administer and supervise the day-to-day activities of the Chabot Child Development Center.

NOTE: This class specification is not necessarily all-inclusive in terms of the duties and responsibilities.

APPOINTMENT

The Director shall be elected by the Board of Trustees upon the nomination of the College President and the District Chancellor.