

July 2013

SANTA BARBARA COMMUNITY COLLEGE DISTRICT

CLASSIFICATION: CLASSIFIED

CLASS TITLE: DIRECTOR – CHILDREN’S CENTER

SALARY TABLE: 30

SALARY RANGE: 141

BASIC FUNCTION:

Under the direction of a Dean, and in cooperation with the staff, parents, and the faculty of the Early Childhood Education Program, plan, organize, coordinate and implement the operations, activities and physical plant of the Children’s Center. Insure the health and safety of children in attendance, staff, parents, and volunteers on site. This position is also the contingent liaison with state, local and College agencies and personnel. Supervise and evaluate the performance of assigned personnel.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

In cooperation with the staff, parents, and the faculty of the Early Childhood Education Program, plan, organize, coordinate and implement the operations, activities and physical plant of the Children’s Center; maintain health and safety regulations for children, staff, parents and volunteers.

Insure the health and safety of children in attendance, staff, parents, and volunteers on site.

Serve as the liaison with state, local and College agencies and personnel, to include the Santa Barbara County Welfare and Mental Health Departments, Santa Barbara City Schools, and other local early education childhood programs. Maintain and provide records and reports as required by the College, the State Department of Education, and other funding agencies.

Certify each child as eligible for enrollment according to the Guidelines of the State Department of Education for Federal/State-funded children’s centers.

Supervise and evaluate the performance of assigned classified personnel; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions; assign employee duties and review work to assure accuracy, completeness and compliance with established standards, requirements and procedures.

Train, oversee and coordinate the volunteers, parents, and part-time employees; conduct regular staff meetings, and periodic curriculum planning and in-service training meetings. Several of these tasks will be done in conjunction with the faculty of the Early Childhood Educational Program.

Serve on committees to hire and evaluate Center classified staff. Work in conjunction with the faculty of the Early Childhood Education Program in the training of student teachers and in providing the optimal laboratory experience.

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Guide the Center staff in the development, review and continual revision of curriculum units, program emphasis and goals, and special events. Insure that the Center philosophy, policies, program and methods follow educational guidelines and pedagogy of the Early Childhood Education Department.

Screen, conduct initial interview, enroll children, and counsel parents. Annually, establish the Parent Advisory Board. Conduct and coordinate ongoing parent education program and parent involvement activities.

Develop the annual child care budget in conjunction with the Chairperson of the Early Childhood Education Department, the Dean of Educational Programs responsible for the Children's Center and the College Business Services Department. Develops alternative funding proposals, outside the State Department of Education, to maintain or improve program quality.

Order and maintain adequate inventory of all program supplies and equipment; schedule routine equipment maintenance as needed.

Coordinate communications, services and information between College departments, staff, administrators, students, families, State agencies, the Chancellor's Office, colleges, social service organizations and various outside agencies; oversee and participate in the preparation and distribution of a variety of correspondence such as flyers, letters and bulk mailings.

Serve as primary contact to other College departments, including Food Service, Student Services, Facilities & Operations, Student Health, and Business Services of the College.

Attend various board meetings and prepare related agenda items as directed.

Provide tours of the Center and information about the program as appropriate and requested.

Operate a variety of office equipment including a copier, fax machine, computer and assigned software; utilize various projectors during presentations; drive a vehicle to conduct work.

Prepare, complete and submit weekly, quarterly, bi-annual, and annual reports.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:**KNOWLEDGE OF:**

Planning, organizing, coordinating and implementing the operations, activities and physical plant of the Children's Center.

Health and safety standards for children, staff, parents, and volunteers associated with the Children's Center.

Theories, practices, and current developments in the field of child development.

Working knowledge of all applicable laws, regulations, guidelines, and contracts, such as California Education Code.

Title XXII Licensing Regulations for Childcare Facilities.

Title V Regulations for Child Development Services.
State Chancellor's Guidelines for Child Development Instruction and Service.
Accreditation requirements established by the National Association for the Education of Young Children.
California laws regarding mandated reporting.
American with Disabilities Act.
Educational and social programs, services, resources, standards, requirements and procedures related to students and families involved in early childhood education.
Policies, goals and objectives of assigned programs, services and activities.
College, State and federal standards and requirements governing assigned programs and services.
Diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of students.
Oral and written communication skills.
Budget preparation and control.
Applicable laws, codes, regulations, policies and procedures.
Interpersonal skills using tact, patience and courtesy.
Operation of a computer and assigned software.
Record-keeping and report preparation techniques.
Public speaking techniques.
Basic public relations techniques.

ABILITY TO:

Plan, organize, coordinate, and implement the operations, activities and physical plant of the Children's Center.
Coordinate communications, services and information between College departments, staff, administrators, students, families, State agencies, the Chancellor's Office, colleges, social service organizations and various outside agencies; oversee and participate in the preparation and distribution of a variety of correspondence such as flyers, letters and bulk mailings.
Plan, organize, coordinate and conduct a variety of meetings, conferences, training sessions and special events in support of assigned programs and services.
Supervise and evaluate the performance of assigned personnel.
Train, oversee and coordinate the volunteers, parents, and part-time employees.
Prepare and deliver oral presentations.
Interpret, apply and explain rules, regulations, policies and procedures.
Communicate effectively both orally and in writing.
Establish and maintain cooperative and effective working relationships with others.
Operate a computer and assigned office equipment.
Determine appropriate action within clearly defined guidelines.
Meet schedules and time lines.
Work independently with little direction.
Plan and organize work.
Oversee and participate in the preparation and maintenance of various records, reports and files.

EDUCATION AND PAID EXPERIENCE:

Any combination equivalent to: Master's Degree in ECE or Child/Human Development and three years of paid management/supervisory experience in a childcare environment, including program development and supervision.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor and outdoor work environment.

Driving a vehicle to conduct work.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate standard office and classroom equipment.

Sitting or standing for extended periods of time.

Seeing to read a variety of materials and monitor child activities.

Hearing and speaking to exchange information.

Bending at the waist, kneeling or crouching to assist children.

Reaching overhead, above the shoulders and horizontally.

Lifting and carrying infants, children, equipment, furniture on a frequent basis.