



COMPTON COMMUNITY COLLEGE DISTRICT EL CAMINO COLLEGE COMPTON CENTER

1111 East Artesia Boulevard, Compton, CA 90221 · (310) 900-1600 · www.compton.edu

Job Description Director, Child Development Center

Position Description

Under the direction of the Administrative Dean of Academic Affairs, the Director is responsible to plan, organize and administer the activities of the Child Development Center and coordinate its activities with appropriate Center instructional and operational departments while insuring compliance with District, local, state and federal laws and regulations.

Essential Duties/Functions

1. Plans, organizes, implements and effectively administers the programs of the Child Development Center; works with Center instructors and staff to establish operational goals and objectives; administers a program of self-evaluation to evaluate and improve services; and effectively coordinates Center operations with instructional curriculum and District administration.
2. Provides staff supervision and training for Center personnel to include evaluation of assigned employees according to District policies and procedures; supervise and coordinate the assignments for lab students, parents, volunteers and substitute personnel.
3. Actively participates in the employment procedures for assigned personnel/ positions; assigns and evaluates work activities, projects and programs, prepares work schedules; reviews teaching lesson plans.
4. Plans, develops and effectively administers the annual Center budget; prepares and/or supervises the preparation of a variety of District and state reports and grant applications; forecasts staffing, equipment, material and supply requirements of the Center in budget administration.
5. Maintains involvement and remains current in the field of early childhood education through professional activities including working with community and state agencies on conferences and professional activities.
6. Works with families from diverse cultural and economic backgrounds and teaches successful parenting skills.
7. May serve as classroom teacher to allow staff preparation time; participates in professional development activities; covers absences and provides demonstrations.
8. Administers a system for observing, recording and evaluating student activity performance, behavior and development; identifies and communicates child behavior problems; schedules and conducts parent conferences.
9. Inspects and arranges for corrective action for potential health, safety and security hazards or risks; administers a program of basic first aid and CPR.
10. Performs additional duties and responsibilities.

Desirable Qualifications

1. Knowledge of pertinent state and federal laws, regulations and requirements for CDC operations.
2. Demonstrated experience in curriculum development, and child and human development theory.
3. Demonstrated experience in supervision, budget development and administration.
4. Knowledge of computer-related technologies for support of instruction and administration.
5. Experience with appropriate learning activities for children of various ages and skill levels.
6. Demonstrated ability to plan, organize, implement and administer an effective CDC program.
7. Experience in curriculum development according to the needs of children utilizing the Center that is effectively coordinated with the appropriate College instructional program.
8. Ability to effectively supervise, train and evaluate assigned personnel.
9. Ability to recognize, define and recommend corrective action behavioral and learning problems for young children.
10. Demonstrated ability to communicate effectively both orally and in writing.
11. Demonstrated experience in working effectively within a setting of diverse cultural and economic diversity.
12. Effectively utilize computer-based programs and technologies.
13. Ability to establish and maintain cooperative and effective working relations with others.

Required Qualifications

1. Master's degree from an accredited institution, or possession of a valid California Community College Supervisory Credential, AND
2. One year of formal training, internship, or leadership experience reasonably related to the administrative assignment, AND
3. Evidence of sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college students.