

Child Development Center Program Manager
Cerro Coso Community College
Kern Community College District
JOB DESCRIPTION

Definition

Under the general direction of the District Office Associate Chancellor, Child Development Center Programs and Services, the campus Child Development Center Program Manager will plan, organize, and direct the Child Development Center Program to comply with District, licensing and other requirements including mandated legal and regulatory provisions; supervise and evaluate staff assigned to the Center; prepare, recommend and implement policies, procedures, and operations that pertain to the assigned center.

Examples of Duties

1. Plans, supervises and directs the child development center to provide a quality child development center program.
2. Initiates, manages and develops a strategic plan, conducts program evaluations and research for the program.
3. Develops and implements program philosophy and goals.
4. Develops and recommends program policies and procedures.
5. Develops and prepares the annual budget.
6. Analyzes and reviews budgetary and financial data.
7. Controls and authorizes expenditures.
8. Develops and implements a viable business plan based on program needs.
9. Supervises and evaluates the performance of assigned personnel.
10. Interviews and recommends the selection of job applicants.
11. Schedules and assigns staff to maintain mandated adult/child ratios.
12. Assures compliance with District personnel policies and procedures.
13. Plans, coordinates and conducts staff meetings.

Examples of Duties (continued)

14. Plans, coordinates and conducts in-service training.
15. Plans and implements staff, family and college student orientations.
16. Conducts annual assessment and completes state reports.
17. Oversees maintenance of center facilities.
18. Provides oversight of contracts, grants and fundraising activities.
19. Supervises the laboratory setting.
20. Coordinates with the child development instructional program.
21. Coordinates with other agency programs.
22. Maintains a model developmentally appropriate environment.
23. Supervises the implementation of developmentally appropriate, culturally sensitive and individually responsive practices consistent with NAEYC guidelines.
24. Supervises the assessment of children.
25. Analyzes parent concerns and provides information about center policies and developmentally appropriate practices.
26. Performs other duties as assigned within the scope of the position.

Minimum Qualifications

- Master's degree from an accredited college/university, preferably in human development, child development, or early childhood education or equivalent based on Bachelor's Degree, and a minimum of four (4) years' experience in a child care center environment with increasing supervisory responsibility.
- Possession of, or eligibility to obtain and retain, a Child Development Program Manager Permit issued by the California Commission on Teacher Credentialing.
- Experience in directing a licensed program and the corresponding management experience.
- Demonstrated sensitivity to and understanding of the diverse academic, socioeconomic, cultural, ethnic, and disability backgrounds of community college students and employees.

Knowledge and Abilities

- Ability to develop and maintain effective, on-going, working relationships, interactions and communications (including negotiations and conflict resolution) personally, by telephone and in writing with a variety of individuals/groups from diverse backgrounds.
- Ability to effectively direct the work of others, work alone or as a team member on a variety of assigned tasks while meeting established deadlines and changing priorities.
- Ability to work effectively under pressure or multiple tasks concurrently while meeting established deadlines and changing priorities.
- Ability to appropriately respond to a variety of situations and unanticipated stressors.
- Ability to appropriately respond to emergency situations on an as-needed-basis.
- Ability to demonstrate sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic background of community college students.

Working Conditions

Environment: Office

Physical Demands: Incorporated within one (1) or more of the previously mentioned essential functions of this job description are essential physical requirements. The ratings in the chart below indicate the percentage of time spent on each of the essential physical requirements.

Seldom—Less than 25 percent = 1

Occasional—25-50 percent = 2

Often—51-75 percent = 3

Very Frequent—76 percent and above = 4

Working Conditions (Continued)

Ratings	Essential Physical Requirements
2	Ability to work at a desk, conference table or in meetings of various configurations.
4	Ability to stand for extended periods of time.
2	Ability to sit for extended periods of time.
4	Ability to frequently bend, kneel, and stoop.
3	Ability to see for purposes of reading printed matter.
3	Ability to hear and understand speech at normal levels.
3	Ability to communicate so others will be able to clearly understand a normal conversation.
4	Ability to lift 50 pounds.
4	Ability to carry 50 pounds.
2	Ability to operate office equipment.
4	Ability to operate a vehicle, including electric carts.

Status/Rationale

This is a classified manager position.

Signatures/Approval

(Employee's Signature)

(Date)

(Supervisor's Signature)

(Date)