DIRECTOR OF THE CABRILLO COLLEGE CHILDREN'S CENTER
EDUCATIONAL ADMINISTRATOR

JOB DESCRIPTION

The Director of the Cabrillo College Children's Center, as part of the Early Childhood Education (ECE) Department and in support of the ECE instructional program, directs the National Association for the Education of Young Children (NAEYC) accredited Demonstration Lab and Campus Child Care Center. The Children's Center philosophy emphasizes respectful, family centered, culturally appropriate care based on a developmental and anti-bias model. Building community between children, parents, students, staff and faculty is a central goal as is the support of children's fullest intellectual, emotional and physical development.

SCOPE

Under the direction of the Chair of the Human Arts and Services (HAS) Division, in collaboration with the ECE Department and in compliance with college policies and systems, the Director of the Children's Center directs Demonstration Lab and Campus Child Care Center. The Director serves as the college representative for these programs and provides budget direction, policy implementation, and leadership for them.

EXAMPLES OF DUTIES

Duties include but are not limited to the following:

1. Directs and coordinates all aspects of the Demonstration Lab and Campus Child Care Center, including facilities maintenance, planning, administration, admissions and referrals. (E)
2. Supervises, evaluates, and provides staff development and leadership to assigned academic and classified employees, interns and volunteers in the Demonstration Lab and Campus Child Care Center. (E)
3. Develops and administrators the annual operating budget. (E)
4. Coordinates with external and internal agencies and systems. (E)
5. Ensures licensing and accreditation of the Demonstration Lab and Campus Child Care Center. (E)
6. In close collaboration with faculty and staff, develops and maintains classroom environments and curriculum to create a warm, interactive, intellectually stimulating, physically challenging and emotionally secure program based on individual children's and families' specific needs, including language and cultural values, which reflect and support the ECE instructional program. (E)
7. Maintains health and safety standards including food programs, universal health precautions, emergency procedures, and facility and equipment safety. (E)
8. Prepares a variety of reports and correspondence appropriate to assignment. Maintains confidential records. (E)
EXEMPLES OF DUTIES (Cont'd.)

9. Develops culturally appropriate support procedures and activities for families of enrolled children including home visits, handbooks, outreach, intake, orientation, parent education, parent volunteers and co-op programs, resources and referrals. Develops individualized support system for parents of children with special needs. (E)

10. Chairs or serves on various college committees and coordinates with community organizations and agencies.

(E) = designates an essential function

QUALIFICATIONS

Education and Experience:

• Any Bachelor's degree Eligibility for the California Child Development Permit at the directors level, which include:

  BA with 24 units in early childhood education and/or child development (including core courses); plus 6 units of administration and 2 units of adult supervision; Site supervisor status and one year of site supervision experience; 105 hours of professional growth; Or a teaching or administrative credential with 12 units of ECE (including core courses); plus 3 units of supervised field experience in an ECE setting; or Commission on Teaching Credentials (CTC) approved training

• Two years teaching experience with children under the age of 5, each year in a consistent group

• Two years experience as a supervisor in a program serving children under 5

Knowledge, Skills and Abilities:

• Knowledge of and commitment to the mission of a comprehensive community college
• Knowledge of current standards for the education of young children
• Knowledge of safety regulations related to child care
• Ability to communicate orally or in writing
• Ability to communicate effectively with students from a wide variety of cultural and ethnic backgrounds
• Demonstrated ability to utilize conflict resolution and mediation skills
• Demonstrated ability to effectively lead and motivate faculty and staff in a collegial and shared governance environment
• Demonstrated commitment to staff diversity, including affirmative action and equal opportunity
• Ability to consistently perform under the pressure of deadlines
• Basic computer skills
Desirable Knowledge, Skills and Abilities:

- Bilingual skills in English/Spanish Experience in a campus child care or lab setting
- Experience with children and families with special needs Infant/toddler care experience
- Experience with parent education or support programs
- Demonstrated knowledge of anti-bias and developmental philosophies
- Federal, state or private grant management experience
- Experience in publicly funded programs
- Competence with computer spreadsheets
- Experience in program and staff evaluation and development
- Experience in child, family and/or professional advocacy Involvement in early childhood professional organizations

Also desirable, but not required:

Master's degree in child development, early childhood education, human development, home economics/family and consumer studies with a specialization in child development/early childhood education, educational psychology with a specialization in child development/early childhood education OR Bachelor's in any of the above AND Master's in social work, educational supervision, elementary education, special education, psychology, bilingual/bicultural education, life management/home economics, family life studies or family and consumer studies OR the equivalent.

LICENSES AND OTHER REQUIREMENTS

- Valid California driver's license
- Valid Pediatric CPR certificate

WORKING CONDITIONS

Environment:

- Office, Children's Center and Demonstration Lab environment

Physical Demands:

- Hearing and speaking to exchange information
- Dexterity of hands and fingers to operate a computer keyboard
- Seeing to read and analyze financial and statistical reports

AUTHORITY AND RESPONSIBILITY

The Director of the Cabrillo College Children's Center provides direct supervision to the faculty, staff, interns and volunteers of the Children's Center.

Approved: September 13, 1999