DIRECTOR OF THE CABRILLO COLLEGE CHILDREN'S CENTER
EDUCATIONAL ADMINISTRATOR

JOB DESCRIPTION

The Director of the Cabrillo College Children's Center, in support of the ECE instructional program, directs the campus Child Care Center demonstration lab. The 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 of the Center, as is the support of childrens’ fullest intellectual, emotional and physical development.

SCOPE

Under the direction of the Dean of the Human Arts and Social Sciences (HASS) Division, in collaboration with the ECE Department and in compliance with college policies and systems, and the regulations of the California Department of Social Services, the Director of Children's Center directs Cabrillo’s Campus Child Care Center demonstration lab, a multi-classroom childcare and training facility. The Director serves as the college representative for the programs and provides budget direction, policy implementation, and leadership for it.

EXAMPLES OF DUTIES

Duties include but are not limited to the following:

1. Directs and coordinates all aspects of the Campus Child Care Center demonstration lab, including planning, administration, admissions and referrals, facilities maintenance, and maintenance of confidential records and regulatory compliance. (E)
2. Supervises, evaluates, and provides staff development and leadership to assigned academic and classified employees, student interns and volunteers in the Campus Child Care Center demonstration lab. (E)
3. In collaboration with ECE faculty, implements procedures and activities that enable the Children’s Center employees to maintain environments and curriculum that are warm, interactive, intellectually stimulating, physically challenging, and emotionally secure, based on the specific needs of individual children and families' including language and cultural values; supports educational partnerships with families that reflect and support the ECE instructional program. (E)
4. Develops culturally appropriate support procedures and activities for families of enrolled children, which may include home visits, handbooks, outreach, intake, orientation, parent education, parent volunteer programs, and referrals. (E)
5. Develops admission policies, staff development activities, classroom practices and procedures in consultation with the ECE faculty and college administrators.
6. Ensures that the program meets the State Department of Social Services licensing regulations, the funding requirements of the California Department of Education, the accreditation standards of the National Association for the Education of Young Children, and other legal requirements pertaining to health and safety standards, food and nutrition, and emergency procedures. (E)
7. Interprets and performs assignment in compliance with pertinent College, federal, state, local laws and contractual regulations. (E)
8. Develops and administers the annual operating budget in consultation with the HASS Division Dean and the ECE department faculty. (E)
9. Chairs the Children’s Center Advisory Committee for annual policy review and program development.
EXAMPLES OF DUTIES (Cont'd.)

10. Coordinates with external and internal agencies and systems. (E)
11. Prepares a variety of reports and correspondence appropriate to assignment. (E)
12. Chairs or serves on various college committees and coordinates with community organizations and agencies.
13. Performs related duties as required or assigned

(E) = designates essential functions

QUALIFICATIONS

Education and Experience:

- Any Bachelor's degree
- Eligibility for the California Child Development Permit at the directors level, which includes:
  - 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
  - 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 of children
- Two years experience as a supervisor in a program serving children under 5
- Federal, state or private grant management experience
- Experience in program and staff hiring, training, development, and evaluation
- Experience with family centered care, parent education and support programs

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

Knowledge, Skills and Abilities:

- Knowledge of and commitment to the mission of a comprehensive community college
- Knowledge of current standards and issues related to the education of young children
- Knowledge of safety regulations related to child care
- Ability to communicate orally and in writing
- Ability to communicate effectively with students from a wide variety of cultural and ethnic backgrounds
Knowledge, Skills and Abilities: (Continued)

- Demonstrated ability to utilize conflict resolution and mediation skills
- Ability to manage complex budgets with diverse funding sources and varying regulations
- Ability to work collaboratively, to participate in shared decision making, and to lead and motivate faculty and staff in a collegial and shared governance environment
- Commitment to staff diversity and equal opportunity
- Computer skills, including MS Word, Excel, and database management software
- Demonstrated knowledge of anti-bias and developmental philosophies and practices

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
- Experience with infant/toddler care
- Experience with California state funded programs
- Experience with grant writing and research
- Experience in child, family and/or professional advocacy
- Involvement in early childhood professional organizations

LICENSES AND OTHER REQUIREMENTS

- Valid California driver's license
- Valid Pediatric CPR/First Aid 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
Ratified: December 5, 2005