



<b>Position:</b> Director of Academic Affairs, Early Childhood Education	<b>Position Number:</b>
<b>Department/Site:</b> Academic Affairs	<b>FLSA:</b> Exempt - Administrative (Educational Administrator)
<b>Reports to:</b> Dean of Academic Affairs or assigned administrator	<b>Salary Range:</b> IX

**DEFINITION**

Under general direction, plans, organizes, and provides oversight for all programs, operations, and activities of the Childhood Development Center (CDC) and the Early Childhood Education (ECE) instructional program; coordinates assigned activities with other District divisions, outside agencies, and the public; provides highly responsible and complex professional assistance to the Dean of Academic Affairs in areas of expertise; and performs related work as required.

**SUPERVISION RECEIVED AND EXERCISED**

Receives general direction from the Dean of Academic Affairs. Exercises general direction and supervision over professional, technical, and administrative support staff.

**CLASS CHARACTERISTICS**

This is a management classification that oversees, directs, and participates in the daily functions, operations, projects, and activities of the CDC and ECE instructional program, including short- and long-term planning and development and administration of program policies, procedures, and services. This classification provides assistance to the Dean of Academic Affairs in a variety of administrative, coordinative, analytical, and liaison capacities. Successful performance of the work requires an extensive professional background as well as skill in coordinating program work with that of other District divisions and outside agencies. Responsibilities include performing diverse, specialized, and complex work involving significant accountability and decision-making responsibility. This classification is distinguished from the Dean of Academic Affairs in that the latter has significant authority over and oversight of a broad cluster of academic fields or whole academic units with responsibility for accomplishing planning and operational goals and objectives, and for furthering District goals and objectives within general policy guidelines.

**EXAMPLES OF TYPICAL FUNCTIONS (Illustrative Only)**

*The District reserves the rights to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job. Administrators can be assigned to work at any district location or learning site and in some cases can be assigned to multiple locations and learning sites. Administrators can be assigned to work at any district location or learning site and in some cases can be assigned to multiple locations and learning sites.*

- Assumes management responsibility for CDC and ECE programs, services, and activities, including the delivery of comprehensive child development and care services within the CDC, which functions as a laboratory for the ECE instructional program.
- Develops, directs, and coordinates the implementation of goals, objectives, policies, procedures, and work standards for the CDC and ECE instructional program; establishes, within District policy, appropriate budget, service, and staffing levels.
- Manages and participates in the development and administration of the program’s annual budget; directs the forecast of additional funds needed for staffing, equipment, materials, and supplies; directs the monitoring of and approves expenditures; directs and implements adjustments as necessary; coordinates and oversees the collection and accounting of CDC fees.
- Selects, trains, motivates, and directs CDC and ECE personnel; evaluates and reviews work for acceptability and conformance with department standards, including program and project priorities and performance evaluations; works with employees on performance issues; implements discipline and termination procedures; responds to staff questions and concerns.

- Coordinates communications, programs, and services between the CDC, ECE instructional program, students, parents, outside and governmental agencies, and the public; ensures proper and timely resolution of CDC issues, complaints, and conflicts.
- Represents the CDC and ECE instructional program to funding, licensing, and accreditation agencies; oversees and ensures program compliance with state, county, and federal regulations and laws; provides accurate reporting of program data to state and county regulatory agencies.
- Develops, analyzes, and assesses Student Learning Outcomes (SLOs) and Service Area Outcomes (SAOs) to ensure the measurement and improvement of program effectiveness, and implements program modifications as necessary.
- Directs program development and review; monitors, evaluates, and adjusts programs in response to educational effectiveness and student needs; coordinates outcome-based assessments, planning and development of system programs and services.
- Develops, implements, and conducts training sessions and in-services concerning CDC and ECE programs and services; prepares and delivers oral presentations; explains related principles, theories, standards, practices, policies, and procedures; directs and participates in the preparation and distribution of related training, instructional, and informational materials.
- Plans, organizes, and directs ECE class scheduling and instructor assignments; ensures that programs are well represented in print or electronic materials, including catalogs and schedules; ensures that curriculum, instruction delivery methods, and course and program articulation are kept current, represent current and best practices, and comply with all legal requirements.
- Directs the development and implementation of an assessment/screening for special education referrals; coordinates support services for children with special needs or families with crises and emergencies.
- Serves as a liaison for the department with other District divisions, and outside agencies; attends meetings in various locations; serves on various committees and task forces; participates in community events and workshops that provide information regarding departmental programs, projects, and services.
- Attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of child development and early childhood education as it relates to the area of assignment.
- Oversees and directs the maintenance of working and official files.
- Monitors changes in laws, regulations, and technology that may affect District or departmental operations; implements policy and procedural changes as required.
- Performs related duties as assigned.

## **QUALIFICATIONS**

### **Knowledge of:**

- Theories, principles, and practices associated with higher education curricula and instruction, student support services, student learning, and student success.
- Principles and practices of enrollment management.
- Principles and practices of fiscal management, strategic, and facilities planning.
- Pertinent federal and state laws and regulatory provisions.
- College accreditation procedures, practices, and standards.
- The development, implementation, and assessment of student learning and/or service area outcomes.
- Principles and practices of technology and software use for databases, accounting, spreadsheets, and other business processes.
- Budget development, administrative practices, and organizational and management practices as applied to the analysis and evaluation of projects, programs, policies, procedures, and operational needs.
- Principles and practices of employee supervision, including work planning, assignment, review and evaluation, and the training of staff in work procedures.
- Principles, practices, and techniques of child development programs and services, including licensing policies and procedures.

- Methods and techniques for the development of presentations, business correspondence, and information distribution; research and reporting methods, techniques, and procedures.
- Principles and procedures of record keeping, technical report writing, grant writing, and preparation of correspondence and presentations.
- English usage, spelling, vocabulary, grammar, and punctuation.
- Techniques for effectively representing the District in contacts with governmental agencies, community groups, and various business, professional, educational, regulatory, and legislative organizations.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, students, and District staff, including individuals of various ages, socio-economic, and ethnic groups.

**Ability to:**

- Demonstrate sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college students.
- Effectively lead employees and teams with a collaborative style in a collegial and participatory governance environment.
- Deliver formal and influential presentations.
- Be a fair-minded, ethical, and honest leader with excellent interpersonal and communication skills, both oral and written.
- Develop, implement, and evaluate programs and services.
- Utilize data and assessment outcomes to make improvements for programs and services.
- Inspire and motivate others toward goal achievement.
- Counsel, direct, and facilitate professional development of employees.
- Develop and monitor budgets and effectively utilize resources.
- Effectively manage priorities in large, complex, and diverse operational units.
- Use independent judgment in the interpretation and application of rules, regulations, policies, and procedures.
- Provide leadership and work collaboratively and productively with all stakeholders, including faculty, students, administrators, support staff, unions, and the community.
- Recruit, select, supervise, and evaluate employees.
- Interpret, apply, explain, and ensure compliance with federal, state, and local policies, procedures, laws, regulations, and rules and procedures related to early childhood education.
- Effectively administer a variety of child development programs, services, and activities.
- Advocate for and implement culturally sensitive child development and child care services with an emphasis on anti-bias curriculum development.
- Effectively represent the District and CDC in meetings with various educational, business, professional, regulatory, and legislative organizations.
- Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
- Conduct complex research projects, evaluate alternatives, make sound recommendations, and prepare effective technical staff reports.
- Establish and maintain a variety of filing, record keeping, and tracking systems.
- Operate modern office equipment including computer equipment and specialized software applications programs.
- Understand scope of authority in making independent decisions.

**Education and Experience:**

- A master's degree in early childhood education, education, or a related field from a college or university accredited by a regional accrediting agency recognized by the United States Department of Education, and
- Three (3) years of full-time teaching experience, and
- Two (2) years of formal training, internship, or leadership experience in child development services

**Licenses and Certifications:**

- Possession of, or ability to obtain, a valid First Aid Certificate and CPR Certificate for infant, child, and adult.
- Possession of, or ability to obtain, certification as licensed school-age childcare site director issued by the State of California.

**PHYSICAL DEMANDS**

Must possess mobility to work in classroom setting, use standard classroom equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This is primarily a sedentary office classification although standing and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 25 pounds.

**ENVIRONMENTAL ELEMENTS**

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Incumbents may be exposed to blood and body fluids rendering First Aid and CPR or when tending to children's hygiene. Employees may interact with members of the public or with staff under emotionally stressful conditions while interpreting and enforcing program policies and procedures.