

**CLASS SPECIFICATION**  
**Child Development Center Manager**

FLSA Status: Exempt  
EEOC Job Category: Officials and Administrators  
Union Representation: Unrepresented

**GENERAL PURPOSE**

Under the direction of the Dean, School of Creative Arts and Applied Sciences and in coordination with the Child Development Department, plan, organize, direct, manage, supervise, and coordinate the operation of the Child Development Center as a laboratory for college students, and a child care program for children of students, faculty, staff, and the community; coordinate activities with other divisions and departments.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

1. Plans, organizes, supervises and evaluates the work of assigned staff; with staff, develops, implements and monitors work plans to achieve assigned goals and objectives; contributes to development of and monitoring of performance against the annual Child Development Center budget; participates in developing, implementing and evaluating work programs, plans, processes, systems and procedures to achieve Child Development Center and District goals, objectives and performance measures consistent with the District's quality and service expectations.
2. Plans and evaluates the performance of assigned staff; establishes performance requirements and personal development targets; regularly monitors performance and provides coaching for performance improvement and development; recommends compensation and provides other rewards to recognize performance; subject to management concurrence, takes disciplinary action, up to and including termination, to address performance deficiencies, in accordance with the District's classified human resources policies and labor contract provisions.
3. Provides day-to-day leadership and works with staff to ensure a high performance, customer service-oriented work environment which supports achieving Center and District objectives and service expectations; provides leadership and participates in programs and activities that promote a positive employee relations environment.
4. Plans, organizes, controls, and directs all aspects of the Child development Center to assure compliance with State and federal laws and regulations.
5. Interprets and implements Title 5 and 22 regulations and maintains health and safety standards including food program, universal health precautions, emergency procedures and facility and equipment safety.

6. Plans and follows program policies; participates in their review and modifications; develops, revises and updates program policies and documents.
7. Ensures that all records are in compliance with the funding and/or regulatory agencies. Prepares, submits, and administers annual budget and monitors financial records. Prepares and submits reports and correspondence to state and federal agencies as required. Prepares a variety of reports and documents as required by state and federal requirements and by the District. Participate in mandated state and local evaluation reporting requirements as required.
8. Oversees enrollment and placement of children in the program.
9. Plans and implements parent involvement/participation/education programs through planning through planning family events and preparing parent evaluations of the program; meets with parents on an informal and formal basis; provides parents with requested resources, and maintains positive relationships.
10. Works collaboratively with the Child and Adult Development Department faculty and Department Head to ensure that as a lab environment the policies and procedures utilized in the Child Development Centers model the “best practice” philosophy, methods and standards being taught in the adult classroom.
11. Oversees selection, ordering, and care of supplies and equipment; inspects premises for potential health, safety, and security hazards and risks.

#### **OTHER DUTIES**

1. Attends a wide variety of meetings, conferences, training sessions and workshops as required.
2. Plans, organizes and coordinates professional development and training and staff meetings.
3. Reports suspected child abuse as required by law.

#### **QUALIFICATIONS**

##### **Knowledge of:**

1. Principles and practices of effective supervision.
2. Applicable laws, codes, regulations, policies and procedures governing a child development facility/program.
3. Principles of child and human development theory.
4. Theories and principles of early childhood development.
5. Age-appropriate behaviors and expectations.
6. Budget preparation and control.
7. District human resources policies and procedures and labor contract provisions.

**Ability to:**

1. Plan, organize, coordinate and administer the operations of a Child Development Center and the work activities of Center staff.
2. Communicate with and resolve issues from staff, parents, children, students and others.
3. Direct and manage assigned personnel.
4. Communicate effectively both orally and in writing.
5. Interpret, apply and explain rules, regulations, policies and procedures.
6. Exercise tact and diplomacy in dealing with sensitive and complex issues and situations.
7. Prepare comprehensive narrative and statistical reports.
8. Establish and maintain effective working relationships with District management, administrators, staff, teachers, District ECE students and instructors, parents, children and others encountered in the course of work.

**Education, Training and Experience:**

A typical way of obtaining the knowledge, skills and abilities outlined above is meeting the minimum educational, training and work experience requirements of a CCTC-issued Child Development Permit for a Site Supervisor or above; or an equivalent combination of training and experience and three years as site supervisor or higher of a child development program. Hold a bachelor's degree in Human Development or a related field is highly desirable. Ability to qualify for a Child Development Permit at the Program Director level is highly desirable.

**Licenses; Certificates; Special Requirements:**

Current Child Development Permit at the Site Supervisor or higher level.

First Aid and CPR certificate.

A valid California driver's license and the ability to maintain insurability under the City's vehicle insurance policy.

**PHYSICAL AND MENTAL DEMANDS**

The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Physical Demands**

While performing the duties of this class, an employee is regularly required to stand, walk and sit; talk or hear, both in person and by telephone; uses hands to finger, handle or feel objects or controls; reach with hands and arms. An employee also is regularly required to stoop, kneel, bend, crouch or crawl, climb or balance and lift up to 50 pounds.

Specific vision abilities required by this job include close vision, distance vision, depth perception, color vision and the ability to adjust focus.

### **Mental Demands**

While performing the duties of this class, the employee is regularly required to use written and oral communication skills; read and interpret information; analyze and solve problems; observe and interpret people and situations; use basic math; learn and apply new information or skills; work with constant interruptions and/or under intensive deadlines and interact with District management, administrators, staff, teachers, District ECE students and instructors, parents, children and others encountered in the course of work.

### **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee works in a child development center learning environment, and the noise level is occasionally moderately loud.