



**SHASTA-TEHAMA-TRINITY JOINT COMMUNITY COLLEGE DISTRICT  
POSITION DESCRIPTION**

<b>POSITION TITLE:</b>	Director, Early Childhood Education Center		
<b>JOB CLASSIFICATION:</b>	<input checked="" type="checkbox"/> Administrator - Educational	<input type="checkbox"/> Confidential	
	<input type="checkbox"/> Administrator - Classified	<input type="checkbox"/> Classified	
	<input type="checkbox"/> Faculty		
<b>RANGE:</b>	30		
<b>HOURS PER DAY:</b>	Up to 8		
<b>HOURS PER WEEK:</b>	Up to 40		
<b>MONTHS PER YEAR:</b>	Up to 12		
<b>REPORTS TO:</b>	Instructional Dean or designee		

**DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES**

To organize, direct, coordinate, and supervise the District's Early Childhood Education Center and to develop programs and materials to implement a process for modeling appropriate teaching techniques. Employees in this classification receive minimal supervision within a broad framework of policies and procedures. Employees in this class direct, supervise, and formally evaluate the work of others, and exercises responsibility for the successful provision and supervision of the education of preschool age students and for providing a "model classroom" for experience and observation by early childhood education student teachers and lab students. This is an educational administrator, which requires specialized knowledge in the area of early childhood education.

**TYPICAL DUTIES**

- Organizes, directs, coordinates, and supervises the District's Early Childhood Education (ECE) Center; evaluating effectiveness and establishing Department policies and procedures.
- Guides development of program materials to implement a model Early Childhood Education (ECE) Center.
- Plans and supervises the planning of curriculum in accordance with Federal and State guidelines and principles.
- Manages fiscal resources, including the development, implementation, maintenance, and reporting for all requirements of state/federal contracts and other funding sources.
- Supervises, selects, and evaluates ECE Center Staff, student workers, and other assigned staff.

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- Provides for inservice training of ECE personnel.
- Coordinates program activities with ECE Instructional and Center Staff.
- Assists ECE Instructional staff in coordinating work experience and observation activities of students in the ECE program.
- Assists instructional and center staff in determining staff requirements in accordance with workloads and departmental needs.
- Oversees the development and maintenance of curriculum files for preschool program.
- Researches and establishes procedures for medical, legal, and environmental emergencies in compliance with state, local, and District policies.
- Oversees planning, preparation and purchasing of nutritionally appropriate foods for children.
- Models appropriate teaching techniques in the preschool classroom.
- Supervises the admissions process for the enrollment of children into the ECE Center.
- Supervises the maintenance of enrollment and eligibility records and files for enrolled families in the ECE Center.
- Works in conjunction with ECE Instructional Staff in evaluating designated students' academic, professional and social growth; observes preschool children and takes behavioral notes.
- Coordinates formal and informal evaluations of children before and during enrollment.
- Coordinates parent meetings and formal parent conferences.
- Oversees the computation of monthly child care fees; coordinates billing functions with college business office. Follows up on collection and record keeping.
- Oversees the purchasing of program materials and supplies; ensures the maintenance of the supply and equipment inventory.
- Ensures that maintenance of indoor and outdoor materials adhere to safety standards.
- Attends various meetings, conferences, workshops, (i.e. Local Child Care Planning Counsel, First 5 Shasta, CCAEYC.)
- Oversees the assignment of grades by faculty to students in the manner provided by District policy and administrative procedure and prescribed by the Education Code and Title V regulations of the State of California.

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- Performs other related duties similar to the above in scope and function as required.

**EMPLOYMENT STANDARDS***Knowledge of:*

- Principles, methods, and techniques of supervising and operating an ECE Center and state regulations, laws, and procedures governing the operations of an ECE Center.
- Child development philosophy and the methodology of Early Childhood Education.
- Budget management and control procedures.
- Principles and practices of supervision, evaluation, and training.
- Principles of business communications and report writing.
- Computerized record keeping.

*Ability to:*

- Plan, organize, and direct policies and objectives of a departmental operation.
- Plan and organize required activities according to stated policies and objectives.
- Learn and apply District policies and procedures relevant to ECE programs.
- Interpret, explain, and apply general program provisions, laws, regulations, and requirements.
- Select, manage, and evaluate personnel.
- Exercise tact, diplomacy, and good judgment in dealing with staff, students and parents.
- Exercise initiative to promote program objectives, goals, and benefits.
- Make effective decisions and take independent actions.
- Research and analyze information/data, make recommendations, and prepare and present reports.
- Demonstrate understanding and sensitivity to the diversity of the Center population.
- Coordinates in planning and carrying out an educational preschool program as a model lab school.

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- Interact and communicate with children of preschool age.
- Relate to parents and understand parent-child relationships.
- Operate office equipment including computers and applicable software programs.
- Supervise learning experiences of students in the ECE model, lab school program.
- Develop and manage Early Childhood Education program budget.
- Establish, organize, and maintain files and records. Maintain confidentiality of records.
- Effectively communicate in both oral and written forms.
- Provide guidance and direction in crisis intervention.
- Establish and maintain effective work relationships with those contacted in the performance of required duties.

**QUALIFICATIONS**

*Education/Experience Required:*

- Master of Arts or Sciences degree or equivalent from a recognized college or university in Early Childhood Education/Child Development or related field.
- Possess a valid California Child Development Permit at Program Director level.
- Minimum of one year of experience in an instructional/leadership capacity or as a director in a childcare and development program.
- Experience in supervising, directing, and evaluating the work of staff.
- Sensitivity toward diverse populations.
- Verification of current CPR and First Aid and safety plus infant/child CPR Training.

**APPROVALS**

Date Created/Revised: 2-1988 / 4-2010 / 9-2016

Cabinet Reviewed: 9-20-2016

Board Approved: 5-12-10 / 10-12-16

The District shall provide equal employment opportunities to all applicants and employees regardless of race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical

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condition, genetic information, marital status, sex, gender, gender identity, gender expression, age, sexual orientation, or status as a Vietnam-era veteran. (AP 3410 – Nondiscrimination)