

Santa Rosa Junior College



TITLE	CLASSIFICATION	SALARY RANGE/ASSIGNMENT	
Dean, Early Childhood Education	Management Team Educational Administrator	Range: 14.0 DEAN I	Days: 224

JOB DESCRIPTION:

Under direction, is responsible for the overall administration, supervision and coordination of the Child Development Center, Instructional program and associated categorical programs.

SCOPE:

The Director, Early Childhood Education is responsible for the management, development, and overall administration and supervision of the Child Development Instructional Program, the Child Development Center, and associated categorically funded programs. Responsible for coordinating the integration of the service components and the instructional components of the Center including the selection and evaluation of faculty, management and classified staff, preparation of faculty assignments, curriculum development, scheduling of classes, and program development and monitoring.

KEY DUTIES AND RESPONSIBILITIES:

Examples of key duties are interpreted as being descriptive and not restrictive in nature.

1. Develops and implements program policies and procedures.
2. Represents department to the campus community, other agencies and the community at large.
3. Works with categorical program coordinators to develop and oversee programs and budgets for special instructional programs.
4. Maintains communication with funding agencies and negotiates contracts. Completes necessary funding reports; yearly applications.
5. Responsible for public relations and marketing of the instructional program and the Child Development Center.
6. Responsible for the facilities, including licensing of the Child Development Centers, and recommending additions and modifications of existing physical plant.
7. Evaluates faculty and classified staff.
8. Recommends staffing positions.
9. Provides for regularly scheduled staff meetings with faculty and Children's Center staff.
10. Supervises office, including clerical staff and equipment maintenance.
11. Maintains the yearly master calendar for the instructional and child development centers.

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12. Seeks and applies for grants and other funds to supplement the program.
13. Coordinates special program events such as conferences.
14. Oversees Child Development Advisory Committee and serves on standing and ad hoc committees as required.
15. Oversees the development of curriculum including additions and revisions of courses; prepares the schedule of classes.
16. Supervises Child Development Training Consortium and Mentor Teacher Coordinators.
17. Ensures compliance with all relevant Licensing, OSHA and CCFP Regulations, and Title 5 Funding Terms and Guidelines.
18. Performs other duties as assigned by the Dean, Occupational Education and Economic Development.

KNOWLEDGE OF:

1. Issues in Child Development pedagogy.
2. State Licensing regulations and State Department of Education, Child Development Division Funding Terms and Conditions.
3. Regulations concerning the training of child development teachers.
4. Planning, budgeting and staffing.
5. Equal Opportunity Employment, hiring, and evaluation procedures; local, state, and federal employment regulations.
6. Interpreting and enforcing faculty and classified collective bargaining contracts.
7. Program review and evaluation processes.

ABILITY TO:

1. Provide strategic planning for a college department.
2. Relate effectively with a wide diversity of students, faculty, staff and community members.
3. Supervise, evaluate and motivate staff in the area(s) of assignment.
4. Work effectively with state funding agencies.
5. Communicate clearly, both orally and in writing.
6. Work with multiple funding source budgets.
7. Demonstrate sensitivity to, and respect for, a diverse population.

DIRECTOR, EARLY CHILDHOOD EDUCATION

QUALIFICATIONS:

Education:

Master's degree in Early Childhood Education or related field or the equivalent, and ability to meet minimum qualifications for current SRJC faculty discipline.

Experience:

One year of formal training, internship or leadership experience reasonably related to this assignment.

SUPERVISION RECEIVED:

The Director, Early Childhood Education reports to the Dean, Occupational Education and Economic Development.

SUPERVISION EXERCISED:

Provides direct management of the Child Development Instructional program and the Children's Center and Infant/Toddler Centers. Supervises Children's Center manager, TRECC Coordinator, classified staff and Child Development Instructors.

Board Approved: July 16, 2008