

**College of the Siskiyous
Job Description**

Job Title: Dir., Early Childhood Ed Lab/Child Care Program **FLSA:** Exempt

Group: Admin. Support/Management

Schedule: Admin Support/Management

Job Summary:

Supervises the operation of the child care center as a licensed facility. Provides training for ECE students in a lab setting. Makes referrals to community agencies for families, including children with special needs. Serves as a liaison for the college by serving on local boards and committees involving children and families throughout the country.

Essential Duties and Responsibilities include the following: This list is meant to be representative, not exhaustive. Some incumbents may not perform all the duties listed while in other cases related duties may also be assigned. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Works closely with the college's ECE program to supervise and provide practical experience for students wishing to work in child care centers including monthly student evaluations. Maintains coordination between the ECE instructional department and the Child Care Center.

Coordinates with Vice President of Student Services and Grant writers in applying for grants.

Plan and coordinate monthly staff meetings, as well as Parent Advisory Committee meetings.

Plans and implements the toddler, preschool, and school age programs, including developing curriculum units, creating a stimulating and educational environment and meeting individual needs of children enrolled.

Supervises staff, volunteers, COS child development students and aides in the center. Performs as a teacher in the Child Care Center.

Maintains necessary records including staff, child and parent files; prepares reports for state licensing, child care food program, and others.

Bills and collects child care fees.

Develops and manages the annual budget for Discovery Children Center.

Advertises enrollment vacancies and child care services and enrolls children according to Center priorities.

Maintains an inventory of and orders equipment and supplies.

Maintains a safe and healthy Center ensuring compliance with all regulatory agencies. Oversees and/or performs daily cleanup activities.

Oversees the provision of meals. Oversees proper menu planning. Trains and oversees kitchen help.

Works closely with the CalWORKS Coordinator to identify and enroll the children of CalWORKS students.

Performs related duties as assigned.

Employment Standards: The requirements listed below are representative of the knowledge, skills and abilities required to satisfactorily perform the essential duties and responsibilities.

Training and Experience: Any combination of education and experience that demonstrates possession of an Associate's degree in early childhood education or child development. Bachelor's degree preferred. At least two (2) years of teaching experience in a licensed day care center or comparable group child care program. CPR, FirstAid and Health and Safety certifications preferred. Experience in administration and staff supervision preferred.

Knowledge: Knowledge of principles and practices of Early Childhood Education; site supervision principles and practices; age appropriate curriculum; discipline methods; Health and safety state regulations; First Aid principles and practices.

Ability: Ability to provide leadership in Early Childhood Education; communicate effectively verbally and in writing; operate a PC and related software; maintain effective working relationships with other people; supervise staff, children and ECE students; develop and maintain budget.

Continued Professional Growth hours to stay in compliance for certification.

Valid CA drivers license

Physical Effort/Environment: The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit. The employee frequently is required to use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee is occasionally required to stand and walk. The employee must regularly lift and/or move up to 25 pounds and occasionally lift and/or move up to 75 pounds. Specific vision abilities required by this job include close vision, and ability to adjust focus.

While performing the duties of this job, the employee regularly works in indoor conditions and regularly works near video display. The employee is exposed to outside weather conditions and uses personal vehicle and often works in evenings or on weekends. The noise level in the work environment is usually loud.

Job Description Approved: 2/11/03