



Meeting of the Board of Trustees

February 11, 2021

4:00 p.m. (Open Session); 5:30 p.m. (Closed Session)

LOCATION: Zoom

Conference: <https://cccconfer.zoom.us/j/549366869>

Dial: (669) 900-6833 or (346) 248-7799 - **Meeting ID: 549 366 869**

ADDENDUM

CONSENT AGENDA

Agenda Page: New Item Added to the Consent Agenda

Agenda Item: 6.B.6 – Classified Management Job Description

Description: Added the revised classified management job description to the consent agenda.

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees
FROM: Jose F. Torres, Interim Chancellor
REVIEWED BY: Jose F. Torres, Interim Chancellor
PREPARED BY: Kristina Hannon, Vice Chancellor of Human Resources and Police Services
DATE: February 11, 2021
SUBJECT: Consideration of Approval of Revised Classified Management Job Description

RECOMMENDATION

It is recommended that the Board of Trustees approve the classified management job description as attached:

- Director, Child Development Center

OVERVIEW

The attached job description has been revised to accurately reflect the position duties, responsibilities, and minimum qualifications of the position.

ANALYSIS

The attached job description reflects the representative duties and responsibilities, as well as the appropriate minimum qualifications, for the position.

INSTITUTIONAL VALUES

III. Resource Management for Efficiency, Effectiveness and Excellence

FINANCIAL IMPLICATIONS

The cost of employment is included in the appropriate budgets.



Director, Child Development Center

Management Range: 13

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*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job; however, any additional duties will be reasonably related to this class.*

SUMMARY DESCRIPTION

This is a Classified Management position under the direct supervision of the area Dean, and in collaboration and cooperation with the Child Development Education Department, the Director will plan, supervise, and direct an appropriate child centered program/lab school at the Child Development Center according to the current federal, state, and local regulations, and perform other duties as assigned.

REPRESENTATIVE DUTIES

The following duties are typical for this classification.

1. Plan, supervise, implement, and evaluate the overall program at the Child Development Center.
2. Coordinate licensing of the Child Development Center in accordance with state and federal regulations.
3. Research, identify, and create grant applications for potential resources of additional income for the Child Development Center.
4. Maintain compliance with all Child and Adult Care Food Program regulations (CACFP).
5. Ensure compliance with terms and conditions of funding sources, including but not limited to ensuring family eligibility, completion and submission of monthly attendance reports and annual program review.
- ~~3-6.~~ Complete and submit required reports and renewal applications.
7. Supervise and evaluate Child Development Center ~~specialists, specialist assistants, and the center secretary staff.~~
- ~~4-8.~~ Maintain optimal enrollment; determine fee scale when necessary.
- ~~5-9.~~ In collaboration with the center staff ~~and the faculty~~, take responsibility for the arrangement, appearance, décor, safety, and learning environment of the buildings and grounds.
- ~~6-10.~~ Conduct parent meetings which offer relevant and timely topics.
- ~~7-11.~~ Evaluate actual and observed classroom activity, including modeling of appropriate behaviors and mentoring of center employees.
- ~~8-12.~~ Work with the Child Development Center staff to plan and implement curriculum units, create a stimulating and educational environment, and meet the individual needs of children enrolled in the program.
- ~~9-13.~~ Recognize and plan for appropriate adult/child ratios for classroom staff in relationship to Title 5 and Title 22 specifications.
14. Work with the Child Development regarding activities appropriate for the Lab School children, staff and college student population.
- ~~10-15.~~ Participate in budget development and implementation and annual program review process.
- ~~11-16.~~ Represent the college and the Child Development Center in meetings both on campus and off campus concerning funding, licensing, and general understanding of the changes in the programs.



Director, Child Development Center

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QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

- Licensing guidelines and funding terms and conditions for operation of Child Care and Development programs in California.
- Classroom management and instructional techniques.
- Philosophy, concepts, methods, terminology, and techniques for enhancing the development of infant, toddler, and preschool age children.
- Methods and practices for selecting, training, and supervising personnel.
- Nutrition, health and safety needs of children.
- Principles and practices of management and budgeting.

Ability to:

- Train, supervise and evaluate personnel.
- Identify and assess developmental needs of preschool children.
- Be sensitive to children and families from diverse backgrounds.
- Establish and maintain effective relationships with personnel, children, families, volunteers, students and the community.
- Analyze situations and adopt effective courses of action.
- Exercise initiative and good judgment.
- Maintain current knowledge of trends and research in early childhood education.
- Prepare budgets, reports and maintain records.
- Interpret apply and explain rules, regulations, policies and procedures.
- Communicate effectively both orally and in writing.

Education and Experience Guidelines – *Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

Minimum Qualifications:

- A Bachelor's Degree from an accredited institution in Child Development, Early Childhood Education, Human Development, or Family Consumer Science with specialization in Child Development/Early Childhood Education or a related field.
- Two (2) years' experience as a director of a child care facility OR -
- ~~Experience in preparing or administering a budget.~~
- Possess or qualify for a Title V Site Supervisor (Option 2-4) or Program Director permit (Option 1-4).
- ~~Experience in administering state and/or federally funded programs.~~
- ~~Experience and/or training in the implementation of Early Childhood curriculum.~~



Director, Child Development Center

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- Experience that indicates sensitivity to and an understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college students and personnel.
- ~~Possession of, or ability to obtain, valid CPR/First Aid Certification.~~
- ~~Possession of, or ability to obtain valid California Driver's License.~~

Desired Qualifications:

- Master's degree from an accredited institution in Child Development, Early Childhood Education, Human Development or Family Consumer Science with specialization in Child Development/Early Childhood Education or a related field.
- Two (2) years of experience as a director of a licensed child care facility.
- Successful experience in writing proposals for state and federal grants and experience in preparing reports required by grants.
- Experience in preparing or administering a budget.
- Experience in administering state and/or federally funded programs.

License or Certificate:

- Possession of an appropriate, a valid California driver's license.
- Possession of, or ability to obtain, a valid CPR/First Aid Certification.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein 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 job functions.

Environment: Child Care Center environment.

Physical: May be required to sit for long periods of time, stand and walk, reach, pull and regularly lift and/or move up to 25 lbs., occasionally lift up to 75 lbs. Dexterity of both hands to operate computer keyboard. May be required to bend at waist, kneel, or crouch. Hearing and speaking required to exchange information. Visual acuity to read financial and statistical reports.

Vision: See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents; and to operate assigned equipment.

Hearing: Hear in the normal audio range with or without correction.