

## Director of Early Childhood Lab School

Class Code	OT Status	EEO Category	Represented Status	Salary Grade	Effective Date	Status	Pages
	Exempt	Officials & Administrators	Management/ Supervisory	M4	06/28/07	Management	1 of 2

**DEFINITION:**

The Director has responsibility to set the vision and direction for the Early Childhood Lab School program, develop program plans, integrate the early childhood department curriculum into Lab School practices and manage the learning center, education lab, services, and center operations. The Director ensures compliance with District policies and applicable state and federal regulations related to licensed child care centers.

**EXAMPLES OF DUTIES/ESSENTIAL FUNCTIONS:**

Oversees all general operations of a large campus-based child care facility, including enrollment and marketing.

Develops and recommends procedures, policies and objectives for the center. Coordinates and participates in the gathering of information for mandated state ratios, statistical, financial, and qualitative reports.

Recruits, directs, schedules and evaluates the work of the Early Childhood Lab School classified staff who deliver support services to the children.

Works with the department chair and faculty to monitor expenditures, maintain fiscal controls and manage budget. Oversees childcare fee administration, reconciles discrepancies and maintains account records.

Plans, organizes and coordinates a learning lab environment for early childhood education students, nursing students, student teachers and others as assigned.

Plans and implements comprehensive training programs to promote staff development, motivation and a high standard of service. Holds regular in-service training and staff meetings.

Interviews families and documents developmental history for each new child. Prior to admission, conducts needs assessment, identifies special needs, implements early interventions which are culturally sensitive and developmentally appropriate. Maintains confidentiality of sensitive information.

Ensures an assessment of each child's development to create and implement relevant curriculum for individual children and overall center program.

Facilitates parent-child orientations at the beginning of each semester; establishes parent committees.

Enforces all licensing regulations, including the reporting of suspected child abuse or neglect.

Maintains open communication and participates in opportunities for staff and faculty to consult on matters of college-wide departmental interest.

Provides a safe and healthy environment for children; inspects facilities for potential safety and security risks in accordance with Community Care Licensing (title 22); ensures that classrooms, play areas and equipment are clean and sanitary; identifies and corrects health and safety hazards; reports faulty or malfunctioning equipment; schedules regular fire drills and other emergency preparedness drills.

Ensures continuous improvement of child care center services through evaluating, understanding of best practices, ideas, and the latest research to increase effectiveness.

Promotes a work culture of customer service, positive working relationships, innovation, and quality services to participants.



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Reports accidents to appropriate personnel and parents in a timely and accurate manner; assures that basic first aid and CPR is applied as needed.

Represents the college on community, state, governmental and advisory groups.

Performs other duties as assigned.

**MINIMUM QUALIFICATIONS:**

**Education**

Bachelor's degree in Early Childhood Education (ECE), Child Development (CD), or related field including twenty-four ECE or CD units.

Six units from an accredited college in administration and supervision of child development programs, and two units from an accredited college in adult supervision.

**Experience**

Five years child development center experience including:

- Possession of California Child Development – Site Supervisor Permit and one year of site supervisor status.
- At least two years experience teaching young children in a licensed center.
- At least three years administrative/supervisory experience working in a large licensed child care center managing budgets and promoting staff relations.

**LICENSES AND CERTIFICATES:**

Valid California Drivers License  
Valid Pediatric CPR/First Aid Certificate

Adopted 6/28/07