

**Imperial Valley College
Director, Early Childhood Education Programs**

DEFINITION:

Under the direction of an appropriate educational administrator, plan, organize, coordinate, and manage the activities of the Consumer Education and Families Studies (CEFS), the Early Childhood Education program (ECE), Infant/Toddler program, Foster and Kindship Care and Education (FKCS), Preschool, and other related programs at Imperial Valley College.

EXAMPLES OF DUTIES:

- Lead and collaborate with faculty and staff of the assigned programs including staff scheduling, program review, performance outcomes and strategic planning.
- Supervise and evaluate certificated and classified staff assigned to the department.
- Ensures the submission of appropriate/mandated reports as required by assigned programs and regulatory agencies.
- Produces accurate and timely semester schedules, catalog information, and coordinates curriculum with faculty.
- Prepares and monitors department budgets; set priorities for resource needs.
- Administers and manages a variety of State and federal contracts assigned to the department.
- Attends professional organizations meetings with local, State, and federal agencies to maintain currency for assigned programs.
- Arranges and conducts related advisory committee meetings.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of principles in child development, child care, and preschool operations both in an academic program and in the operation of a demonstration lab school program.
- Ability to supervise and manage employees.
- Ability to manage funded programs.
- Knowledge of budget development and fiscal management.
- Ability to work with both public and private agencies.
- Ability to direct and maintain the Early Childhood Education (ECE) academic program.
- Ability to interpret certification changes in the field of Early Childhood Education (ECE).
- Ability to develop curriculum.
- Ability to administer the Early Childhood Education Studies and funded programs.

- Ability to network with local and state agencies.
- Ability to communicate effectively.

MINIMUM QUALIFICATIONS:

Possesses a Master’s degree in Early Childhood Education/Human Development, Child development and family studies or related field, and at least three (3) years’ experience in teaching and/or administration in early childhood education.

Demonstrated sensitivity to and understanding of diverse academic, socioeconomic, culture, gender, sexual orientation, disability, and ethical/racial backgrounds of community college students.

LICENSE REQUIREMENTS: Current permit issued by the Commission on Teacher Credentialing with authorization to be a program director of a child development center. Maintain current certifications in Adult Child Food Program.

WORKING CONDITIONS

Environment: Office

Physical Demands: Incorporated within one (1) or more of the previously mentioned essential functions of this job description are essential physical requirements. The ratings in the chart below indicate the percentage of time spent on each of the essential physical requirements.

Seldom—Less than 25 percent = 1 Often—51-75 percent = 3
 Occasional—25-50 percent = 2 Very Frequent—76 percent and above = 4

Ratings	Essential Physical Requirements
3	Ability to work at a desk, conference table or in meetings of various configurations.
1	Ability to stand for extended periods of time.
4	Ability to sit for extended periods of time.
4	Ability to see for purposes of reading printed matter.
4	Ability to hear and understand speech at normal levels.
3	Ability to communicate so others will be able to clearly understand a normal conversation.
1 or 2	Ability to lift 10 pounds.
1 or 2	Ability to carry 10 pounds.
4	Ability to operate office equipment.

STATUS/RATIONALE

This is an educational administrator position. This position has direct responsibility for formulating and implementing policy regarding the instructional services of the College and the District.