Employment Opportunity

Children’s Center Director (ADM14-02)

(Temporary *externally-funded one-year assignment for academic year 2014-15 only pursuant to Education Code 87470)

College Web Address: www.cabrillo.edu

Initial screening of applications will begin on Monday, July 7, 2014; however, applications will be accepted until the position is filled.

About the Position:
Under the direction of the Dean of Human Arts and Social Sciences (HASS) Division, in collaboration with the Early Childhood Education (ECE) Department faculty, the Children’s Center Director coordinates and directs Cabrillo’s Campus Child Care Center demonstration lab—a multi-classroom childcare and training facility.

The Cabrillo College Children’s Center functions as the demonstration lab program for the Early Childhood Education (ECE) department. Serving families of children ages four months through five years, the Center provides a community of respect and mutual growth for families, children, ECE students and staff. Children’s Center staff members are part of a collaborative teaching team with the Early Childhood Education faculty, families and students. The philosophy of the Center includes a developmentally-based curriculum with a commitment to anti-bias principles that support and nurture the well-being of families living in a diverse society.

Position Duties and Responsibilities:

- Directs and coordinates all aspects of the Cabrillo College Children’s Center including planning, administration, admissions and referrals, facilities maintenance, regulatory compliance and maintenance of confidential records
- Provides leadership, supervises, evaluates, and provides staff development for assigned academic and classified employees, student interns and volunteers in the Campus Child Care Center demonstration lab
- In collaboration with ECE faculty, implements procedures and activities that enable the Children’s Center employees to maintain environments and curriculum that are interactive, intellectually stimulating, physically challenging, and emotionally secure, based on specific needs of children and families, including language and cultural values that support educational partnerships with families
- Develops culturally appropriate support procedures and activities for families of enrolled children, which may include home visits, handbooks, outreach, intake, orientation, parent education, parent volunteer programs and referrals
- Develops and implements admission policies, staff development activities, classroom practices and procedures in consultation with the ECE faculty and college administrators
- Ensures that the program meets the State Department of Social Services licensing regulations, the funding requirements of the California Department of Education, the accreditation standards of the National Association for the Education of Young Children, and other legal requirements pertaining to health and safety standards, food and nutrition, and emergency procedures
- Interprets and performs assignment in compliance with pertinent college, federal, state, local laws and contractual regulations
• Develops and administers the annual operating budget in consultation with the HASS Division Dean and the ECE department faculty
• Chairs the Children’s Center Advisory Committee for annual policy review and program development.
• Coordinates with external and internal agencies and systems
• Prepares a variety of reports and correspondence appropriate to assignment
• Chairs or serves on various college committees and coordinates with community organizations and agencies
• Performs related duties as required or assigned

Required Education and Experience:
• A Bachelor’s degree from an accredited college or university
• Eligibility for the California Child Development Permit at the directors level, which includes:
  ○ Bachelor’s degree with 24 units in early childhood education and/or child development (including core courses); plus 6 units of administration and 2 units of adult supervision; Site supervisor status and one year of site supervision experience; 105 hours of professional growth; OR
  ○ Teaching or administrative credential with 12 units of ECE (including core courses); plus 3 units of supervised field experience in an ECE setting; OR
  ○ Commission on Teaching Credentials (CTC) approved training
• Two years teaching experience with children under the age of 5, each year in a consistent group of children
• Two years’ experience as a supervisor in a program serving children under 5
• Federal, state or private grant management experience
• Experience in program planning and staff hiring, training, development, and evaluation
• Experience with family-centered care, parent education and support programs
• Commitment to staff diversity and equal opportunity
• Computer skills, including MS Word, Excel and database management

Desired Education, but not required:
• Master’s degree in child development, early childhood education, human development, home economics/family and consumer studies with a specialization in child development/early childhood education, educational psychology with a specialization in child development/early childhood education OR
• Bachelor’s degree in any of the above AND Master’s in social work, educational supervision, elementary education, special education, psychology, bilingual/bicultural education, life management/home economics, family life studies or family and consumer studies OR
• The equivalent

Knowledge of:
• And commitment to the mission of a comprehensive community college
• Current standards and issues related to the education of young children (e.g., California State child care licensing requirements, NAEYC standards, DRDP-r, ECERS, PITC, etc.)
• Safety regulations related to childcare
• Anti-bias and developmental philosophies and practices

Ability to:
• Effectively utilize conflict resolution and mediation skills
• Communicate effectively, both orally and in writing, with colleagues, students and families from a wide variety of cultural and ethnic backgrounds
• Manage complex budgets with diverse funding sources and varying regulations
• Work collaboratively, to participate in shared decision making, and to lead and motivate faculty and staff in a collegial and shared governance environment
Desirable Experience:
- As a director of an early childhood development program serving infants, toddlers and/or preschoolers
- Working with California state-funded programs, including planning and implementation of a food and nutrition program
- Grant writing and research
- Working with linguistically diverse populations
- Working with children with special needs and their families
- In an instructional demonstration lab setting on a college campus
- With infant/toddler care including principles and practices of the Program for Infant Toddler Caregivers (PITC)
- Providing child, family and/or professional advocacy
- Small business marketing and public relations

Desirable:
- Bilingual skills in English and Spanish
- Involvement in early childhood professional organizations

Licensure and Other Requirements:
- Current California driver's license
- Current Pediatric CPR certificate
- Current First Aid certificate

Working Conditions:
Environment:
- Office, Children's Center demonstration lab

Physical Demands:
- Hearing and speaking to exchange information
- Dexterity of hands and fingers to operate a computer keyboard
- Seeing to read and analyze financial and statistical reports

Salary:
Temporary, 80% *externally-funded one-year management assignment for 2014-2015 only, 180-day assignment spread over 12 months, Monday through Friday with evenings and/or weekends as needed. Current eight-step salary schedule ranges from $43,098.24 to $60,643.20. Cabrillo College provides an annual doctoral stipend of $2,163.20 for eligible employees. Position is scheduled to begin August 2014, pending continuation of external funding and Governing Board ratification.

Cabrillo College currently provides a benefit stipend for medical, dental, life and long-term disability insurance for employees and eligible dependents. (Employees who work partial contracts will receive a pro rata stipend based on the percentage of assignment.

Application Process:
Application forms may be obtained through Human Resources web site:
http://www.cabrillo.edu/services/hr/apps.html OR at the office location noted below:
Cabrillo College, Human Resources Department
6500 Soquel Drive, Aptos, CA 95003
Phone: (831) 479-6217
OR Fax to (831) 477-3545
To be considered, each candidate **MUST SUBMIT:**

2. Job-related resume.
3. Three recent job-related letters of recommendation which address the candidate’s ability to perform the duties of this position.
4. Verification of educational qualifications (*Foreign transcripts must be translated to determine equivalency to U.S. standards. Any fee for such translation is paid by the applicant*):
   - Transcripts from all colleges attended (copies are acceptable) **OR** official proof of request for transcripts. If selected, it is the responsibility of the candidate to provide official transcripts, diplomas, degrees or other documents as may be required.
5. Supplemental Application for Equivalency Determination and supporting documentation. (*This is only necessary if candidate does not possess and submit proof of specified degrees listed in minimum qualifications **OR** possess and submit copy of a valid lifetime credential.*)
6. A brief (not to exceed two pages) clearly identified and separately attached statement in which you address the following issue: The Cabrillo College Children's Center depends on federal and state grants, as well as some fee-paying families for funding. Describe your vision for a financially sound and sustainable program that is developmentally and culturally appropriate, family-centered, and anti-bias.
7. Copy of current California Child Development Program Director Permit **OR** written statement with supporting documentation, which addresses the option you would qualify under in order to satisfy the eligibility requirements for the California Child Development Program Director Permit.
8. Copy of current California driver's license.
9. Copy of current Pediatric CPR certificate.
10. Criminal History Supplemental form.
11. Bilingual Candidates only: Supplemental Questionnaire for Faculty Bilingual Candidates.

*If any of the above materials are not submitted with your application packet, your materials will be deemed incomplete and will not be forwarded to the committee for screening.*

Please notify the Human Resources Department if you require any special accommodation(s) in meeting these requirements.

**Selection Procedure:**
Applications will be reviewed by a search committee, which will determine the applicants to invite for interviews based on appraisal of qualifications as documented by application materials submitted.

Candidates selected for employment with Cabrillo College must agree to be fingerprinted, provide current tuberculosis test results, provide proof of eligibility for employment in the United States and present a valid Social Security card upon hire.

**Application Deadline:**
Initial screening of applications will begin approximately on **Monday, July 7, 2014**. All completed applications received by this date will receive a full screening. However, applications will be accepted until the position is filled. *(Email transmittals are not accepted.)*

Cabrillo College seeks applications from all qualified individuals. It is the continuing goal of Cabrillo College to hire and retain staff that reflect the rich diversity and cultural heritage of the college district and its student body.