

CHABOT-LAS POSITAS COMMUNITY COLLEGE DISTRICT

CHILDREN'S CENTER ASSISTANT MANAGER (CONFIDENTIAL/SUPERVISORY)

*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.*

SUMMARY DESCRIPTION

Under direction, assist in the management of the Chabot Children's Center by providing support and assistance to the Children's Center Manager; perform a full range of administrative duties in support of Center operations including to enroll children in day and/or evening programs under Head Start and State contracts; and assume the duties and responsibilities of the Children's Center Manager in the manager's absence.

REPRESENTATIVE DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional duties not listed, but within classification.

1. Enroll children in the day and/or evening program in compliance with State and Head Start contracts; recertify each family yearly for all contracts; maintain all files and documentation to comply with all subsidized contracts; update each child's file to comply with subsidized contracts.
2. Conduct assessments and school verification; complete health forms.
3. Process and collect billing for tuition and for parents who accrue late fees.
4. Provide support to ECD faculty and students including to support curriculum development of the Center; collaborate with ECD faculty and lab students on their activities and events as necessary.
5. Support management staff in coordinating Center activities including to assist in the supervision of full-time and part-time staff.
6. Participate in hiring staff including part-time on-call staff; participate in interviews with prospective teachers and staff for open positions; collect references for part-time on-call staff.
7. Coordinate staff in-service training and conferences; provide training to Center staff including on Program for Infant/Toddler Care (PITC) philosophy; evaluate classroom activities.
8. Maintain petty cash fund; distribute cash to staff as necessary.
9. Coordinate field trips, events, and tours.
10. Manage the day-to-day running of the Center in the absence of the Children's Center Manager; coordinate staffing for classrooms when Manager is absent.
11. Substitute in classroom as required.
12. Perform related duties as required.

MINIMUM 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:

Operations, services, and activities of a full service children's center.

Pertinent federal, state, and local codes, laws, and regulations governing the operations and activities of a children's center including licensing regulations and regulations that apply to the Head Start contract and State contracts.

Principles and procedures of record keeping.

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Basic principles of report preparation.
Work organization principles and practices.
Principles of lead supervision and training.
Concepts in early childhood education.
Principles and applications of child development theory.
Basic child psychology and development.
Principles and practices of curriculum planning.
Age appropriate and emergent curriculum.
Methods and techniques of instructional and recreational program development.
Appropriate activities for children of various age and skill level to develop each child socially, emotionally, intellectually, creatively, and physically to his/her fullest potential.
Socialization techniques.
Health and safety requirements of children.
Potential safety issues within a group care setting; appropriate safety precautions and procedures.
Methods of observing, evaluating, and recording child behavior.
Child development assessment techniques.
Principles of basic first aid and CPR.
English usage, grammar, spelling, punctuation, and vocabulary.

Ability to:

Lead, organize, and review the work of staff.
Apply and ensure adherence to pertinent rules and regulations governing the operation of a children's center.
Understand, interpret, and apply general and specific administrative and departmental policies and procedures as well as applicable federal, state, and local policies, laws, and regulations.
Understand and apply the regulations and requirements of the various contracts.
Maintain records and prepare reports.
Define and interpret curriculum goals and objectives.
Develop and implement instructional and recreational activities according to the needs of the children and Center policy.
Instruct and supervise children of various ages involved in Children's Center activities.
Develop and maintain effective relationships with preschool and school-aged children, students, parents, and staff.
Observe, evaluate, and record child development.
Recognize and define present and potential behavioral and learning problems of children.
Apply appropriate disciplinary action.
Prepare for and conduct parent conferences.
Serve as a mentor teacher to students enrolled in the Early Childhood Development program.
Work with and exhibit sensitivity to and understanding of the varied racial, ethnic, cultural, sexual orientation, academic, socio-economic, and disabled populations of community college students.
Communicate clearly and concisely, both orally and in writing.
Establish and maintain effective working relationships with those contacted in the course of work.

Minimum Education & Experience - *Any combination of the following would provide a typical way to obtain the required knowledge and abilities.*

Education/Training:

An Associate's degree in early childhood education, child development, education or related field including 24 units of Child Development courses, six units of early Childhood Program Administration, and two units of adult supervision.

Experience:

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Four years experience working in a licensed child development program as a teacher in charge of classroom for preschool age children including experience supervising adults as a head teacher, site supervisor, co-op director, or in related position.

License or Certificate:

Possession of a Site Supervisor Permit issued by the California Commission on Teacher Credentialing.

Possession of a current pediatric C.P.R. Certificate and First Aid Certificate.

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: Work is performed in a standard office setting and a children's center; exposure to communicable diseases; subject to noise from children and equipment operation; frequent interruptions and contact in person with children, parents, students, staff, and others.

Physical: Primary functions require sufficient physical ability and mobility to work in an office and children's center; to stand or sit for prolonged periods of time; to frequently stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate classroom equipment requiring repetitive hand movement and fine coordination; to verbally communicate to exchange information; and to occasionally travel to other offices or locations.

7/11/00

Adopted by Board of Trustees on June 21, 2016

Effective: June 22, 2016

Job Family: Supervisory