

ANNOUNCEMENT OF EMPLOYMENT OPPORTUNITY

De Anza College

Assistant Director, Child Development Center

Job #07-033

Closing Date: 09/08/06

The Foothill-De Anza Community College District is currently accepting applications for **Assistant Director, Child Development Center, De Anza College.**

DUTIES AND RESPONSIBILITIES OF THE POSITION INCLUDE:

Under the direction of the Director, Child Development Center, provide overall direction and guidance to the day-to-day operations of the De Anza College Child Development Center. Adhere to local, federal, and state regulations. Supervise and provide work direction and guidance to other program personnel. Coordinate and arrange for classroom coverage. Maintain, order and inventory all classroom and Center supplies. Assist in coordinating and implementing in-service trainings for families and instructional staff. Serve as a liaison between parents and community organizations. Encourage and promote parent involvement at the Center. Coordinate and attend staff, committee, and other meetings. Serve as a resource to teachers and parents in the areas of special education and early intervention. Coordinate monthly fire and earthquake drills, and participate in the development of safety policies for the Center. Monitor and assure program expenditures are within allocated budgets; track revenue. Propose budget changes and participate in project budget applications. Prepare various forms and documents for funding and compliance; recertify contracts and grants. Manage hiring and payroll processes for all classified staff. Interview and participate in selecting employees. Supervise and evaluate the performance of staff. Counsel, discipline and terminate personnel according to established policies and procedures. Collaborate with instructional program to serve practicum students. Perform related duties as assigned.

MINIMUM QUALIFICATIONS:

1. Understanding of, sensitivity to, and respect for the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disability, and sexual orientation of community college students, faculty and staff.
2. Any combination equivalent to an AA or AS degree (or 60 units) with 24 units in ECE/CD, including core courses plus 6 units in Administration and 2 units in Adult Supervision, plus 16 general education units. Site Supervisor Permit.
3. Two years teaching young children.
4. Two years as lead teacher or equivalent.

PREFERRED QUALIFICATIONS:

1. BA degree with 12 units of Early Childhood Development courses plus 3 units supervised field experience in an Early Childhood Development setting OR Teaching. Administrative or Administrative Services credential with 12 units in ECE plus 3 units supervised field experience in ECE setting.
2. Bilingual in Chinese languages, Vietnamese, or Spanish.
3. Knowledge of early childhood programs and techniques.
4. Knowledge of current practices and theory for inclusive early education settings.
5. Knowledge of budget monitoring and control.
6. Knowledge of applicable laws, codes, regulations, policies and procedures related to child development programs.
7. Ability to train and provide work direction to others.
8. Ability to remain current regarding trends in child development.
9. Ability to provide overall direction and guidance to the day-to-day operations.
10. Ability to solve problems and make decisions regarding Child Development Programs.
11. Ability to prepare program reports and reviews.
12. Ability to operate a computer and other office equipment.
13. Ability to monitor program budgets.
14. Ability to meet schedules and timelines.
15. Ability to interpret, apply and explain rules, regulations, policies and procedures.
16. Ability to implement program policies and guidelines.
17. Ability to establish and maintain cooperative and effective working relationships with others.
18. Ability to develop programs and present workshops.
19. Ability to communicate effectively both orally and in writing.

APPLICATION MATERIALS:

1. A District application to be completed at www.fhdajobs.net (a paper application is available by visiting www.fhda.edu or by contacting Employment Services).
2. Resume of all work experience, formal education and training.
3. Cover letter addressing your qualifications for the position of Assistant Director, Child Development Center.
4. A separate document provide information which demonstrates your understanding of, sensitivity to, and respect for the diverse academic, socio-economic, ethnic, cultural, disability, religious background and sexual orientation of community college students, faculty and staff.
5. Photocopies of all college transcripts.

-OVER-

Incomplete application packets will not be forwarded to the search committee for review.

Application materials become the property of the District and will not be returned.

CONDITIONS OF EMPLOYMENT

Salary: \$4,883.56 per month plus benefits; level 5-56

Position: Full-time, Permanent, 12 months per year

Starting date: As soon as possible upon completion of the search process.

Excellent benefits package which includes full cost medical coverage for employee and eligible dependents, dental, vision care, employee assistance program, long term disability, retirement benefits and basic life insurance.

For information on our benefits package that includes fully paid medical for employees and dependents, visit our web site:

<http://hr.fhda.edu/benefits>

Persons with disabilities who require reasonable accommodation to complete the employment process must notify Employment Services no later than the closing date of the announcement.

The successful applicant will be required to provide proof of authorization to work in the U.S.

All interviewing costs incurred by applicant are the responsibility of the applicant.

For more information about our application process contact:

Employment Services

Foothill-De Anza Community College District

12345 El Monte Road

Los Altos Hills, California 94022

(650) 949-6217

Email: employment@fhda.edu

<http://www.fhda.edu>