

IMPERIAL COMMUNITY COLLEGE DISTRICT

CLASS TITLE: DIRECTOR OF EARLY CHILDHOOD EDUCATION PROGRAMS

BASIC FUNCTION:

Under the direction of the Dean of Vocational Education/Director of Nursing Education and Health Technologies, administers the educational and service programs in Consumer Education and Family Studies (CEFS) which includes the Early Childhood Education (ECE) instructional program, Infant/Toddler Program, Preschool, and other related programs at Imperial Valley College.

REPRESENTATIVE DUTIES:

Schedules Early Childhood Education (ECE) class scheduling and all the related duties of scheduling instructors, book orders, etc.

Development of curriculum for the Early Childhood Education (ECE) Program as appropriate.

Administer and manage all funded programs including:

- Early Childhood Education
- Child Development funding for preschool and infant toddler centers.
- Child Care Food Program.
- Foster Care/Independent Living Program School Year and Summer School.
- Child Development Training Consortium.
- Cal WORKS Program.
- Other related funded programs as they become available.
- Development of State or federal funded projects for child development.
- Coordinate program with local, State, and federal child development agencies.
- Serve on related advisory committees.
- Chair the IVC Early Childhood Education (ECE) Advisory Committee
(two meetings per year).
- Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Principles of child development, child care, and preschool operations both in and academic program and in the operation of a demonstration lab school program.

Positive personnel management and supervision.

Management of funded programs.

Budget development and fiscal management.

Supervising and evaluating personnel.

Working with both public and private agencies.

KNOWLEDGE AND ABILITIES - Continued**ABILITY TO:**

- Direct and maintain the Early Childhood Education (ECE) academic program.
- Interpret certification changes in the field of Early Childhood Education (ECE).
- Develop curriculum in the Early Childhood Education (ECE) program as appropriate.
- Administer the Early Childhood Education Studies and funded programs.
- Supervise and manage personnel.
- Conduct personnel training as appropriate.
- Network with local and state agencies.
- Communicate effectively.

EDUCATION EXPERIENCE: Possesses a Bachelor's degree in Early Childhood Education/Human Development or equivalent child development and family studies; Master's degree (preferred) - same or educational leadership, administration and supervision, and management; at least three (3) years' experience or the equivalent at the administrative level, teaching/and administration in preschool education such as teacher/director. Essential is experience in managing programs, budget, and fiscal management and experience in supervising personnel; experience is essential at the administrative level.

LICENSE REQUIREMENTS: Current permit issued by the Commission on Teacher Credentialing with authorization to be a program director of a child development center, including 24 Early Childhood Education (ECE)/Child Development Division including the core; Plus six (6) units in administration and two (2) units in adult supervision, Child development, Early Childhood Education (ECE), 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 in any of the above and Master's in educational supervision, elementary education.

WORK ENVIRONMENT: Duties are performed in a children's preschool environment.