

Assistant Director, Child Development Center  
Foothill-De Anza Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=243363>

Downloaded On: Oct. 19, 2024 1:18pm

Posted Aug. 20, 2024, set to expire Jun. 1, 2025

**Job Title** Assistant Director, Child Development Center  
**Department** Staff  
**Institution** Foothill-De Anza Community College District  
Los Altos Hills, California

**Date Posted** Aug. 20, 2024

**Application Deadline** Open until filled  
**Position Start Date** Available immediately

**Job Categories** Associate/Assistant Director

**Academic Field(s)** Child and Social Services

**Apply Online Here** <https://apptrkr.com/5529793>

**Apply By Email**

**Job Description**

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**Assistant Director, Child Development Center**

HR EMPLOYMENT/CAREERS

**Initial Closing Date: 09/06/24\***

**\*For full-consideration, all application packets must be received by 11:59 pm on the closing date. Any complete applications received after the review date will only be forwarded to the hiring committee at their request.**

**Starting Salary:** \$7,109.28 (per month) plus benefits; **Salary Grade:** C4-56

**Full Salary Range:** \$7,109.28 - \$9,532.93 (per month)

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**The Foothill-De Anza Community College District is currently accepting applications for the classified supervisor position above.**

The Foothill - De Anza Community College District does not have a remote work policy. All employees are expected to be available to work in person and on-site per the requirement of the department.

The Foothill-De Anza Community College District does not reimburse applicants for travel, lodging or any other costs incurred by applicant to attend interviews. All interviewing costs incurred will be the responsibility of the applicant.

**Foothill - De Anza Community College District Mission Statement:**

The mission of the Foothill-De Anza Community College District is student success and educational excellence. The district and its colleges provide access to affordable, quality educational programs and services that develop a broadly educated and socially responsible community that supports an equitable and just future for California and the global community. Every member of our district contributes to a dynamic instructional and learning environment that fosters student engagement, equal opportunity, and innovation in meeting the various educational and career goals of our diverse students. Foothill-De Anza is driven by an equity agenda and core values of integrity, inclusion, care for our students' well-being, and sustainability.

**De Anza College Mission Statement:**

De Anza College provides an academically rich, multicultural learning environment that challenges students of every background to develop their intellect, character and abilities; to realize their goals; and to be socially responsible leaders in their communities, the nation and the world.

De Anza College fulfills its mission by engaging students in creative work that demonstrates the knowledge, skills and attitudes contained within the college's Institutional Core Competencies:

- Communication and expression
- Information literacy
- Physical/mental wellness and personal responsibility
- Civic capacity for global, cultural, social and environmental awareness
- Critical thinking

**DEFINITION:**

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Under the direction of the Director of the Child Development Center, provide overall direction and guidance to the day-to-day operations, problem solving, and limited decision-making regarding the De Anza College Child Development Center; adhere to local, federal, and state regulations; provide work direction and guidance to other program personnel; monitor program budgets.

**EXAMPLE OF DUTIES AND RESPONSIBILITIES:**

1. Depending upon assignment, duties may include, but are not limited to, the following:
2. Coordinate and arrange for classroom coverage.
3. Maintain and order classroom and center supplies; coordinate and conduct seasonal inventories of classroom and center supplies.
4. Assist in coordinating and implementing in-service trainings for families and instructional staff.
5. Serve as a liaison between parents and community organizations.
6. Interview, select and hire employees; supervise, assign, direct and schedule work activities; explain how duties are to be carried out.
7. Evaluate the performance of assigned personnel; effectively communicate how the performance of duties will be measured; recommend promotions and rewards for service.
8. Approve monthly time and attendance records and approve requests for time off and additional time worked, including any overtime worked and compensatory time worked/taken.
9. Address and resolve a wide variety of concerns and complaints; adjust grievances; recommend transfers and reassignments.
10. Counsel employees; address performance problems through corrective disciplinary action; suspend and/or terminate personnel according to established policies and procedures.
11. Plan, coordinate and arrange for appropriate training for assigned personnel; develop and initiate departmental activities, orientations and in-services to review policies and procedures of the program, the College and changes on State regulations.
12. Encourage and promote parent involvement at the center; supports the child's family relationship.
13. Coordinate and attend parental involvement, staff, committee, and other meetings.
14. Serve as a resource to teachers and parents in the areas of special education and early intervention.
15. Assist in the implementation of appropriate local, federal, and state requirements.
16. Process expenditures within allocated budgets; monitor budgets and track revenue; propose budget changes and participate in project budget applications as necessary.
17. Prepare various forms and documents for funding compliance; recertify contracts and grants.
18. Manage hiring and payroll processes for all classified staff; interview and participate in selecting employees.
19. Coordinate monthly fire and earthquake drills; participate in the development of safety policies for the center.

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20. Perform related duties as assigned.

**EMPLOYMENT STANDARDS:**

**Knowledge of:**

1. Early Childhood programs and techniques.
2. Current best practices and theory for inclusive early education settings.
3. Planning and coordinating the day-to-day activities of assigned program.
4. Policies, objectives and goals of assigned program.
5. Development and presentation of programs and workshops.
6. Applicable laws, codes, regulations, policies, and procedures related to assigned program.
7. Budget monitoring and control.
8. Oral and written communication skills.
9. Principles of training and providing work direction to others.
10. Interpersonal skills using tact, patience, and courtesy.
11. Operation of a computer and assigned software.

**Ability to:**

1. Demonstrate 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. Provide overall direction and guidance to the day-to-day operations, problem solving and decision-making regarding an assigned program.
3. Implement program policies and guidelines.
4. Provide for program reporting and accountability; prepare program reports and reviews.
5. Monitor program budgets.
6. Interpret, apply and explain rules, regulations, policies, and procedures.
7. Establish and maintain cooperative and effective working relationships with others.
8. Operate a computer and assigned office equipment.
9. Meet schedules and time lines.
10. Remain current regarding trends in assigned field.

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**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 Associate's 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, and Site Supervisor Permit **AND** two (2) years teaching young children and two years supervising teachers (lead teacher).

**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.
2. Administrative or Administrative Services credential with 12 units in ECE plus 3 units supervised field experience in ECE setting.

**WORKING CONDITIONS:**

**Environment:**

1. Busy classroom and office environment.
2. Constant interruptions.

**Physical Abilities:**

1. Hearing and speaking to exchange information in person and on the telephone.
2. Dexterity of hands and fingers to operate a computer keyboard.
3. Vision to read various materials.
4. Standing for extended periods of time.
5. Bending at the waist, kneeling or crouching.
6. Lifting, carrying, pushing or pulling objects up to 20 lbs.

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### APPLICATION PACKET:

A District on-line application to be completed at <http://hr.fhda.edu/careers/> \*In the application, you will provide information, which demonstrates your 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.

1. Additionally, you will be asked to explain how your life experiences, studies or work have influenced your commitment to diversity, equity and inclusion.
2. A cover letter detailing your background and experience, skills, and abilities as they relate to the minimum and preferred qualifications of this position.
3. A current resume of all work experience, formal education (please specify exact degree titles) and training.

**If any required application materials are omitted, the committee will not review your application. Items not required (including reference letters) will not be accepted. For full-consideration, all application packets must be received by 11:59 pm on the closing date.**

**Please allow yourself ample time to complete your application and resolve any technical difficulties that may arise with your submission. We do not guarantee a response to application questions within 48 hours of the closing date. You may also visit our "Applicant Information" to assist with technical difficulties at: <http://hr.fhda.edu/careers/a-applicant-instructions.html>**

### CONDITIONS OF EMPLOYMENT:

**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 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 medical for employees and dependents, visit our web site: <http://hr.fhda.edu/benefits/index.html>.

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.



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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

Email: [employment@fhda.edu](mailto:employment@fhda.edu)

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

To apply, visit <https://fhda.csod.com/ux/ats/careersite/4/home/requisition/1779?c=fhda>

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### Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

### Contact

Staff

Foothill-De Anza Community College District

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