

## NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT JOB DESCRIPTION

Job Title:	Director, Child Development and Educational Studies Laboratory School	Range: 18 (CL)	Management Schedule
Date Revised:		Date Approved:	February 26, 2019

**THIS IS A DESIGNATED CLASSIFIED MANAGEMENT POSITION SUBJECT TO ONE-YEAR PROBATIONARY PERIOD**

### PRIMARY PURPOSE

Under the direction of the Dean, Social Sciences, this position is responsible for the administration and supervision of the Fullerton College Child Development and Educational Studies, Laboratory School. The Director schedules staff, monitors enrollment through various funding sources, and establishes and maintains lines of communication between families, instructors, students and classroom teaching staff.

### ESSENTIAL FUNCTIONS

*Examples of essential functions are interpreted as being descriptive and not restrictive in nature.*

1.	Provides leadership in the administration of the Fullerton College, Child Development and Educational Studies (CDES) Laboratory School, including resource development and personnel management, in accordance with laws, regulations, District policy and procedures and collective bargaining agreements.
2.	Ensures compliance with policies and procedures set by Community Care Licensing, State Department of Education, and Federal Grantees as well as the North Orange County Community College District.
3.	Establishes program philosophy in close collaboration with CDES Department faculty and sets operational goals and vision for implementation with classroom teachers; assumes responsibility for the demonstration of developmentally appropriate practices based on current child development practices and research.
4.	Works with the CDES Department regarding activities/curriculum appropriate for children, families, staff, college students, and early childhood community.
5.	Develops and administers the CDES Laboratory School annual budget; participates in the forecast of funds needed for staffing, equipment, materials, and supplies; monitors and approves expenditures; implements adjustments.
6.	Researches, identifies, and creates grant applications for potential resources of additional income for the CDES Laboratory School; seeks funding sources to provide specified contracted services to eligible children and families.
7.	Participates in hiring; supervises, trains, and evaluates assigned CDES Laboratory School staff; conducts regular staff meetings; assists in assigning students to individual classrooms for appropriate laboratory experience.
8.	Coordinates the parent and student enrollment, orientation, and participation within the CDES Laboratory School.
9.	Provides expert level assistance to the assigned Dean, Social Sciences; in conducting a variety of organizational studies, investigations, and operational studies; recommends and implements modifications to CDES Laboratory School programs, policies, and procedures as appropriate.

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10.	Coordinates services and activities with other departments as well as outside agencies; attend meetings with other community agencies; establishes and maintains communication between families, instructors, students and classroom teaching staff.
11.	Serves as the liaison for the CDES Laboratory School with other departments, divisions, and outside agencies; negotiates and resolves sensitive and controversial issues.
12.	Represents the College and the CDES Laboratory School in meetings both on campus and off campus concerning funding, licensing, for the child development and educational studies laboratory school.
13.	Responsible to Community Care Licensing and Department of Education to follow all regulations and guidelines concerning Laboratory licenses, policies, and reporting procedures.
14.	Maintains an early childhood resource library.
15.	Actively involved in professional early care and educational organizations and community agencies.
16.	Performs other related duties as assigned.

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**OTHER FUNCTIONS**

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**WORKING RELATIONSHIPS**

The Director of Child Development and Educational Studies Laboratory School maintains frequent contact with college administrators, faculty, staff, students, children, and parents.

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**EDUCATION AND EXPERIENCE****Minimum Qualifications**

Possession of a bachelor's degree from a regionally accredited institution in Child Development, Early Childhood Education or equivalent AND at least one year of formal training, internship or leadership experience reasonably related to the assignment.

Possession of, or ability to qualify for a Program Director's Permit

First Aid and CPR Certification issued by the American Red Cross or equivalent

Demonstrated sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender, gender identity, sexual orientation, and ethnic backgrounds of community college students, faculty and staff

**Desirable Qualifications**

Possession of a master's degree in Child Development or a related field

Knowledge of the Reggio Emilia philosophy

Knowledge of Constructivist pedagogy

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Experience in shared governance in an educational setting

High level of critical thinking, problem solving and analytical skills

High professional standards and strong interpersonal skills

Effective oral and written communication skills

## **KNOWLEDGE, SKILLS, AND ABILITIES**

Knowledge of District organization, operations, policies and objectives

Knowledge of a shared governance model in an educational setting

Knowledge of state education codes and requirements including Title 5

Knowledge of correct English usage, grammar, spelling, punctuation, and vocabulary

Knowledge of record keeping procedures

Knowledge of budget preparation and maintenance

Knowledge of appropriate software and databases

Ability to interpret, apply and explain rules, regulations, policies and procedures

Ability to assess, analyze, implement and evaluate research project activities

Ability to analyze situations accurately and adopt an effective course of action

Ability to plan, organize and prioritize work

Ability to meet schedules and time lines

Ability to work independently with little direction

Ability to understand and follow oral and written directions

Ability to communicate efficiently both orally and in writing

Ability to supervise, train and provide work direction to others

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## **SPECIAL REQUIREMENTS**

A valid California Driver's License

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## **WORKING CONDITIONS**

Office and child laboratory school environment; subject to constant interruptions and frequent interaction with others; regularly required to stand, walk and sit; sitting for long periods at a time (up to 2-3- hours); moderately loud noise levels; regularly required to stoop, kneel, bend, crouch and crawl, climb or balance and lift up to 50 pounds; may require off-site duties and activities.

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