



Position: Director of Academic Affairs, Early Childhood Education	Position Number:
Department/Site: Academic Affairs	FLSA: Exempt - Administrative (Educational Administrator)
Reports to: Dean of Academic Affairs or assigned administrator	Salary Range: IX

DEFINITION

Under general direction, plans, organizes, and provides oversight for all programs, operations, and activities of the Childhood Development Center (CDC) and the Early Childhood Education (ECE) instructional program; coordinates assigned activities with other District divisions, outside agencies, and the public; provides highly responsible and complex professional assistance to the Dean of Academic Affairs in areas of expertise; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Dean of Academic Affairs. Exercises general direction and supervision over professional, technical, and administrative support staff.

CLASS CHARACTERISTICS

This is a management classification that oversees, directs, and participates in the daily functions, operations, projects, and activities of the CDC and ECE instructional program, including short- and long-term planning and development and administration of program policies, procedures, and services. This classification provides assistance to the Dean of Academic Affairs in a variety of administrative, coordinative, analytical, and liaison capacities Successful performance of the work requires an extensive professional background as well as skill in coordinating program work with that of other District divisions and outside agencies. Responsibilities include performing diverse, specialized, and complex work involving significant accountability and decision-making responsibility. This classification is distinguished from the Dean of Academic Affairs in that the latter has significant authority over and oversight of a broad cluster of academic fields or whole academic units with responsibility for accomplishing planning and operational goals and objectives, and for furthering District goals and objectives within general policy guidelines.

EXAMPLES OF TYPICAL FUNCTIONS (Illustrative Only)

Coordinates communications, programs, and services between the CDC, ECE instructional program, students, parents, outside and governmental agencies, and the public; ensures proper and timely resolution of CDC issues, complaints, and conflicts.

Represents the CDC and ECE instructional program to funding, licensing, and accreditation agencies; oversees and ensures program compliance with state, county, and federal regulations and laws; provides accurate reporting of program data to state and county regulatory agencies.

Develops, analyzes, and assesses Student Learning Outcomes (SLOs) and Service Area Outcomes (SAOs) to ensure the measurement and improvement of program ef

Methods and techniques for the development of presentations, business correspondence, and information distribution; research and reporting methods, techniques, and procedures.

Principles and procedures of record keeping, technical report writing, grant writing, and preparation of correspondence and presentations.

English usage, spelling, vocabulary, grammar, and punctuation.

Techniques for effectively representing the District in contacts with governmental agencies, community groups, and various business, professional, educational, regulatory, and legislative organizations.

Techniques for providing a high level of customer service by effectively dealing with the public, vendors, students, and District staff, including individuals of various ages, socio-economic, and ethnic groups.

Ability to:

Demonstrate sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college students.

Effectively lead employees and teams with a collaborative style in a collegial and participatory governance environment.

Deliver formal and influential presentations.

Be a fair-minded, ethical, and honest leader with excellent interpersonal and communication skills, both oral and written.

Develop, implement, and evaluate programs and services.

Utilize data and assessment outcomes to make improvements for programs and services.

Inspire and motivate others toward goal achievement.

Counsel, direct, and facilitate professional development of employees.

Develop and monitor budgets and effectively utilize resources.

Effectively manage priorities in large, complex, and diverse operational units.

Use independent judgment in the interpretation and application of rules, regulations, policies, and procedures.

Provide leadership and work collaboratively and productively with all stakeholders, including faculty, students, administrators, support staff, unions, and the community.

Recruit, select, supervise, and evaluate employees.

Interpret, apply, explain, and ensure compliance with federal, state, and local policies, procedures, laws, regulations, and rules and procedures related to early childhood education.

Effectively administer a variety of child development programs, services, and activities.

Advocate for and implement culturally sensitive child development and child care services with an emphasis on anti-bias curriculum development.

Effectively represent the District and CDC in meetings with various educational, business, professional, regulatory, and legislative organizations.

Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.

Conduct complex research projects, evaluate alternatives, make sound recommendations, and prepare effective technical staff reports.

Establish and maintain a variety of filing, record keeping, and tracking systems.

Operate modern office equipment including computer equipment and specialized software applications programs.

Understand scope of authority in making independent decisions.

Education and Experience:

A master's degree in early childhood education, education, or a related field from a college or university accredited by a regional accrediting agency recognized by the United States Department of Education, and

Three (3) years of full-time teaching experience, and

Two (2) years of formal training, internship, or leadership experience in child development services

