CHILD DEVELOPMENT CENTER
The Associated Students Child Development Center (ASCDC) is a NAEYC-accredited child development center that has earned a Platinum rating from the California Department of Education’s QRIS quality rating program. It is licensed for 110 children ages 4 months to 5 years, serving the children of SJSU students, faculty/staff, and community. The Center provides early education and care for families of all income levels, and participates in the Title V childcare subsidy program. The ASCDC values the individuality of each child and strong, supportive relationships with children and their families. Inspired by the Reggio Emilia Approach to education and PITC principles, teachers build critical thinking, secure relationships, self-regulation, and executive function in warm, caring classroom environments.

POSITION PURPOSE
The Child Development Center Director provides leadership and supervision to the Child Development Center. The Director is responsible for the planning, supervision and administration of the Child Development Center's (CDC) activities and program including human resources, fiscal accountability, program development, community relations, parent education, and operating the center in full compliance with California Department of Education, QRIS, NAEYC, and Community Care Licensing guidelines and Center policies. Visit www.as.sjsu.edu/ascdc for more information.

ASSOCIATED STUDENTS
Associated Students (A.S.) represents the students of San José State University and speaks on their behalf for various policy making, academic and event planning decisions. Associated Students, SJSU is an independent non-profit corporation serving as an auxiliary and student government for San Jose State University.

EXPERIENCE AND MINIMUM REQUIREMENTS:

- M.A. degree in Child Development, Early Childhood Education, or closely related field with at least 5 years of successful leadership and management experience in an early childhood program
- Program Director Permit from the California Commission on Teacher Credentialing.
- At least 2 years teaching experience and experience working with infants and toddlers preferred and infant/toddler college course is required.
- The successful candidate must be knowledgeable in salary administration, personnel policies, grant administration, contracts, and laws as they pertain to licensed and state funded child care centers.
- Good oral, presentation, written, analytical and computational skills are important, and an understanding of employee/employer relationships is a must.
- The ability to establish and maintain harmonious relationships with staff and student leaders is also essential.
- Current CPR/First Aid certification required
ESSENTIAL DUTIES AND RESPONSIBILITIES:

I. Fiscal Management (20%)
Perform administrative duties including, but not limited to, budget development, implementation and monitoring. Demonstrate accuracy and timeliness in the processes of payroll, requisitions, disbursements, A/R, A/P, billing, equipment purchasing and maintenance, inventory control, accuracy and timeliness. Provide analytical evaluations of data, trends and revenues utilizing information systems and reports. Prepare annual budget requests. Monitor consistency and accuracy of parent fee payments. Conduct annual fundraising activities to augment Center income. Develop proposals for additional government and foundation funding.

II. Program Development & Operations (20%)
Provide leadership to teachers and staff in training and implementing the Reggio Emilia Approach. Foster a spirit of collaboration and community among staff and families. Support teachers in building trusting, caring interactions with infants, toddlers, and preschoolers consistent with current knowledge of early brain development. Monitor application process and record keeping for all applicable Federal, State and local agencies. Conduct parent orientation sessions each semester. Monitor enrollment to maintain optimum levels and to ensure appropriate staffing ratios. Monitor parent compliance with program regulations and payment schedules and provide consequences accordingly. Serve as liaison to the A.S. CDC Parent Committee. Plan and coordinate parent education events. Complete at least 21 hours of approved professional development yearly by attending workshops and classes in leadership, early brain development, and early childhood education/research, bringing new information to CDC staff.

III. Contract Management (20%)
Acquire, maintain, document, comply, evaluate and conduct renewal process for all contracts for funds including but not limited to: California Department of Education (CDE); QRIS, and Child Nutrition Services. Review and sign all certification and re-certification forms. Monitor expenditures of contract funds and maintenance of levels of service; Alert the Associated Students Executive Director as to issues which may affect contract status. Negotiate contract renewals. Participate in networking. Communicate with consultants. Attend conferences where necessary to remain up to date on conditions for compliance and to receive advice on changing regulations. Conduct intake and/or subsidy certification interviews with each family.

IV. Human Resource Management (15%)
Recruit, hire, train, and evaluate all administrative and leadership staff; Conduct bi-annual student staff orientation and training sessions to ensure proper training on all aspects of their responsibilities. Conduct weekly staff meetings during the academic year and when otherwise determined. Provide expertise in areas of program development, strategic planning, problem-solving, group leadership, and conflict resolution. Provide resources for professional training opportunities for all staff. Ensure parent conferences and student evaluations are performed regularly. Attend and participate in A.S. and campus committees as requested by Executive Director or Division of Student Affairs. Maintain positive relations with Board members. Support student advocacy for childcare funding.

V. Facility & Equipment Management (10%)
Ensure compliance, training and education around safety precautions, hazardous materials, emergency procedures and equipment use for all staff. Provide for a safe environment for all participants. Conduct annual safety audit and equipment depreciation assessment. Ensure compliance with all licensing regulations through the Department of Social Services and the Fire Department.

VI. University and Community Relations (10%)
Provide referrals to campus and community services where needed or requested by families of enrolled children. Participate in CSU Childcare Directors group, attend NCCCC (National Coalition of Campus Children’s Centers annual conference. Participate in community professional groups and activities to increase visibility of the program and of childcare in general in the community. Attend workshops and classes in leadership, early brain development, and early childhood education research, bringing current information to CDC staff.

VII. Intangibles (5%)
Demonstrate behavior, conduct and performance that positively affect staff and student morale, productivity and effectiveness in delivering programs and services to and for students, staff, and families. Perform above and beyond to serve the organization as a whole.
KNOWLEDGE, SKILLS, ABILITIES AND OUTCOMES:

- Demonstrate capacity to work effectively and efficiently in a diverse and fast-paced University Environment.
- Ability to work independently with little supervision and maintain confidentiality and respect.
- Excellent oral and written communication skills and the ability to analyze problems, facilitate solutions, and promote Associated Students.
- Ability to lift 40 pounds and sit for extended periods of time.
- Demonstrated knowledge of Excel, Word, PowerPoint, Adobe Acrobat Reader and other relevant software programs.
- Maintain professionalism at all times while providing positive customer service to students, staff, and families.
- Familiarity with DRDP, ASQs, ECERS/ITERS, and NAEYC accreditation.

GUIDELINES
This position is exempt from the provisions of Section 1 of the California Industrial Welfare Commission Orders.

This position has been identified as a mandated reporter required to report the observed or suspected abuse or neglect of children, dependent adults, or elders to designated law enforcement or social service agencies. We reserve the right to make employment contingent upon completion of signed statements acknowledging the responsibilities of a mandated reporter.

This position may be exposed to sensitive or personal information and is required to comply with the requirements set forth by the Integrated CSU Administrative Manual 8000 series and Associated Students Information Security Standards as a condition of employment.

A background check (including a criminal records check) must be completed satisfactorily before any candidate can be offered a position within Associated Students. Failure to satisfactorily complete the background check may affect the application status of applicants or continued employment of current Associated Students employees who apply for the position.

Associated Students is an equal opportunity employer and will consider all qualified applicants without any regard to race, color, national origin, ancestry, religion, creed, age, disability, medical condition, sex, sexual orientation, gender identity, genetic information, marital status, military and veteran status or any other basis protected by federal, state, or local laws. If you are an individual with a disability and require a reasonable accommodation to complete any part of the application process and/or need an alternative method of applying, please email as-hr@sjsu.edu. Associated Students hires only individuals lawfully authorized to work in the United States (Public Law 99-603).

APPLICATIONS
Applicants must submit a complete application through the Associated Students applicant tracking system, ADP. Only complete applications will be considered.

DEADLINE

Click here to apply!