



Associated Students, San Jose State University
One Washington Square
San Jose, Ca 95192-0128

Position Title: Child Development Center Director
Position Department: Child Development Center
FLSA Status: Exempt
Full/Part-Time: Full Time
Reports to: Executive Director
Anticipated Salary: \$95,000 annually

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Associated Students Summary

Associated Students' (A.S.) mission is to support and represent the students of San José State University by continuing the organization's legacy of student advocacy and leadership; to enhance SJSU students' education through high quality programs and services; and to prepare students as they move towards a thoughtful and purposeful life after graduation.

A.S. is a non-profit auxiliary corporation serving the students of San Jose State University whose primary source of funding is from mandatory student body fees. A.S. Departments include the Cesar Chavez Community Action Center, Child Development Center, General Services Center, Human Resources, Information Technology, Events, Marketing, Print & Technology Center, Student Government, and Transportation Solutions.

Position Summary

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 child care 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.

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, California Department of Social Services, QRIS, NAEYC, and Community Care Licensing guidelines and Center policies. Visit www.as.sjsu.edu/ascdc for more information.

Fiscal Management

- 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.
- Develop proposals for additional government and foundation funding.
- Understand the fiscal regulations and reporting required for CDE, CDSS and CACFP

Program Development & Operations

- Provide leadership to teachers and staff in training and implementing the philosophy of the program
- Supports the center community as we develop our philosophy around anti-bias curriculum
- 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 prior to enrollment and build relationships with families in order to support them
- 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.

Contract Management

- Acquire, maintain, document, comply, evaluate and conduct renewal process for all contracts for funds including but not limited to: California Department of Education (CDE), California Department of Social Services (CDSS); QRIS, NAEYC and Child Nutrition Services (CACFP).
- Review and sign all certification and recertification 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.
- Conduct intake and/or subsidy certification interviews with each family.
- Actively participate in annual audit

Human Resource Management

- Recruit, hire, train, and evaluate all administrative and leadership staff
- 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 conferences where necessary to remain up to date on conditions for compliance and to receive advice on changing regulations.

Facility & Equipment Management

- 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.

University and Community Relations

- 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 and campus partners and support student advocacy for childcare funding. 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.

Knowledge, Skills, and Abilities

- 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.
- 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.

Work Environment, Hours and Physical Demands

- This job operates in an office environment and routinely uses standard office equipment.
- Work hours are Monday through Friday, 8:00 AM – 5:00 PM. Occasional evening and weekend work may be required as job duties demand.
- Must be able to operate a computer, including a keyboard and mouse, and phone.
- Must be able to occasionally lift or carry office or event products or supplies, up to 40 pounds.

Other Duties

- This job description is not designed to cover or contain a comprehensive list of activities, duties or responsibilities that are required of the employee for this job. Activities, duties, or responsibilities may change at any time, with or without notice.

Required or Preferred Education and Experience

- 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.
- Current CPR/First Aid certification required

Notes to Applicants

All Associated Students employees must be fully vaccinated against COVID-19 no later than September 30, 2021, unless they are exempt from this requirement because an exemption has been granted based on a medical contraindication or sincerely held religious beliefs. Fully vaccinated means that an individual has received all recommended doses of a COVID-19 vaccine that has received Emergency Use Authorization or full approval from the U.S. Food and Drug Administration (FDA) and that it has been at least two weeks since the final recommended dose.

The person holding this position is considered a mandated reporter under the California Child Abuse and Neglect Reporting Act and is required to comply with the requirements set forth in CSU Executive Order 1083 Revised July 21, 2017 as a condition of employment.

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 after a conditional offer of employment. Failure to satisfactorily complete the background check may affect a conditional offer of employment.

Equal Employment Statement

Associated Students provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws. A.S. provides reasonable accommodations for applicants with disabilities who self-disclose.

Applications

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

Deadline

The position will remain open until filled.

Click [here](#) to apply!