

CHILD DEVELOPMENT CENTER MANAGER

DEFINITION

Under direction, this position is responsible to plan, organize, control, and direct the day-to-day activities of Modesto Junior College's child care center including but not limited to supervision of staff, staff and parent training, enrollment, maintaining licensing and accreditation requirements, working closely with the faculty teaching the practicum courses, coordinating activities with other divisions and departments and the community at large, and performing related work as assigned.

SUPERVISION RECEIVED AND EXERCISED

Incumbents in this class work under the direction of a senior manager, receiving occasional supervision, referring only unusual matters to a supervisor.

An incumbent in this class directly supervises other full-time employees, such as Master Teachers, Teachers, and Associate Teachers. They also supervise and mentor student teachers, interns, and student workers **but do not supervise faculty**

ESSENTIAL DUTIES:

- Serve as the manager for the assigned childcare site; plan, coordinate, schedule, and supervise the work of teachers, aides, and other assigned staff; assign day-to-day priorities; provide direction and guidance; evaluate performance; interview and recommend selection of applicants; and ensure adequate staffing coverage to meet operational and licensing requirements.
- Develop, assign, and conduct training for employees, student teacher aides, and practicum students; provide ongoing staff development, including behavior management strategies, reinforcement techniques, and best practices in early childhood education; coordinate and/or provide educational conferences and meetings for staff and families.
- Develop, implement, and evaluate a philosophy of early childhood education to establish program goals and objectives; maintain current knowledge of child development theory and best practices; coordinate curriculum planning and program development across center sites; and work collaboratively with staff and parents to set program goals.
- Ensure children are provided a variety of developmentally appropriate learning experiences that promote cognitive, social, emotional, and physical growth; establish behavior standards and expectations; review child growth and developmental progress reports; and research and resolve related concerns.
- Ensure that the physical, nutritional, and emotional needs of children are met; oversee the preparation and serving of meals and snacks; and ensure that food preparation areas, equipment, bedding, utensils, and facilities are maintained in a clean, sanitary, and safe condition.
- Foster strong parent engagement by conducting parent-teacher conferences; communicating children's growth, development, and progress; consulting with families regarding center policies and procedures; and developing parent participation activities.
- Responsible for family enrollment processes, collection of fees, required reporting, and recordkeeping.
- Develop, implement, maintain, and ensure compliance with Child Care Center policies, procedures, standards, and handbooks; prepare and maintain sites to meet all federal, state, local, District, and licensing requirements; and maintain confidential files and documentation as required.
- Monitor and ensure the safety and proper maintenance of facilities, equipment, grounds, and supplies; oversee inventory control, selection, ordering, and purchasing of materials appropriate for a childcare center.

- Communicate and collaborate with administrators, faculty, social service agencies, and other outside organizations to coordinate programs, resolve issues, and exchange information; meet regularly with Child Development Faculty to align center practices with instructional coursework and support adult learners' field experiences.
- Collaborates with community entities for new and established partnerships
- Establish and maintain effective working relationships with staff, families, faculty, administrators, and community partners.
- Develops and manages center budgets
- Perform other related duties as assigned

MINIMUM QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The Education/Experience, Knowledge and Ability requirements are representative of essential duties. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions of the position.

Education and Experience:

- **Education:** Equivalent to possession of a Bachelor's of Arts degree from an accredited college or university in Early Childhood Education (ECE), Child Development (CD) or closely related field
- **Experience:** Three years childcare center experience with at least one year experience supervising adults and one year of site supervisor experience.

(NOTE: A background investigation of new employees is required, including reference checks and a state criminal history report. Employment will not start until the history check has been cleared by Human Resources. The cost for the criminal history report will be the responsibility of the successful candidate.)

Knowledge of:

- Principles and practices of child development, psychology, supervision, and early childhood education;
- Needs and behavior of children of various ethnic, racial, and cultural backgrounds;
- Federal and state regulations pertaining to early childhood education;
- Principles and practices of supervision and personnel management in an educational setting;
- Effective public and human relations techniques;

Ability to:

- Understand and independently carry out complex oral and written instructions.
- Learn, interpret, and successfully plan Child Development Care program policies, procedures, rules, and regulations;
- Analyze situations and make decisions on procedural matters without immediate supervision;
- Analyze projects under pressure of time; remain calm in stressful situations;
- Maintain the security and confidentiality of specified records and information;

Licenses and Certificates:

- Possession of a valid California driver's license;
- State of California Child Development Program Director Permit required.
- Valid Pediatric First Aid and CPR certificates.

Physical and Mental Standards:

- **Mobility:** ability to sit, walk or stand for extended periods.
- **Dexterity:** fine manipulation sufficient to operate a computer keyboard, handle individual papers, write and take notes; must have a full range of motion in the upper extremities.
- **Lifting:** occasional lifting, carrying, pushing, pulling, or otherwise moving objects up to 50 pounds.
- **Visual Requirements:** close vision sufficient to read files, documents, and computer screens and do close-up work; ability to adjust focus frequently.
- **Hearing/Talking:** ability to hear normal speech, speak and hear on the telephone, and speak in person.
- **Emotional/Psychological Factors:** ability to make decisions and concentrate; frequent contact with others including substantial public contact; frequent deadlines and time limited assignments.

TYPICAL WORKING CONDITIONS

- Work is generally performed at the Modesto Junior College Child Care Center both inside and outside.
- Work may occasionally take place on evenings and/or weekends.

Class Adopted: 2025

Class Amended: