

DIRECTOR OF CHILD DEVELOPMENT TRAINING CONSORTIUM**DEFINITION**

Under administrative direction, plans, organizes, directs and implements the policies, regulations, guidelines, and procedures pertaining to the Child Development Training Consortium (CDTC) programs; plans, organizes and directs the federal and State consortium grants and statewide training programs; serves as an informational resource to staff and project personnel concerning budget, expenditure, and compliance processes; reviews, monitors, and audits operational functions for all program training programs; and does other related functions as directed.

SUPERVISION RECEIVED AND EXERCISED

Receives administrative direction from Executive Vice Chancellor.

Provides direct supervision to Assistant Directors, several project managers and support staff as assigned; may provide indirect supervision to other staff, as required.

EXAMPLES OF DUTIES

- Plan, organize, coordinate, direct, and oversee all programmatic and fiscal components of CDTC including but not limited to monitoring contractual agreements with various childcare service providers and stakeholders statewide.
- Develop and administer all operational budgets; revise as necessary; advocate for additional funding, as needed.
- Review, research, and evaluate training proposals and grant development matters, and monitor the funded projects to ensure compliance with County, State, Federal guidelines and requirements.
- Represent the program on the state level; serve as a member of advisory committees, consortia groups, and private and public community agencies
- Conduct on-site visits to participating training groups to ensure compliance with project operational goals and objectives.
- Review, evaluate, and make recommendations to revise, update pertaining guidelines and innovative practices in child development programs.
- Prepare a variety of management and operation evaluation reports concerning external audits, and program compliance reviews.
- Monitor, review, coordinate, direct, and provide evaluation detail concerning the performance of the Child Development Training Consortium staff.
- Perform other duties as assigned

TYPICAL WORKING CONDITIONS

- Work is generally performed in a standard office environment.
- Work may require occasional evening, weekend hours and overnight travel.

MINIMUM QUALIFICATIONS

Knowledge of:

- Principles, techniques, strategies, goals, and objectives of early child care education programs
- Methods, techniques, procedures, and strategies concerning the assessment and evaluation of child development programs;
- Legal mandates, policies, regulations, and operational procedures pertaining to the Federal and State Child Development Training project and program;
- State, Federal, and local community groups and agencies that provide assistance and guidance to child development programs and activities;
- Effective budget practices and expenditure control
- Human relations strategies, conflict resolution strategies, and team building principles and techniques associated with staff development.

Ability to:

- Plan, organize, coordinate, direct, and oversee all programmatic and fiscal components of CDTC.
- Provide resource support and coordination of a State-wide Child Development Training Consortium;
- Analyze and assess project needs, and offer recommendations pertaining to consortium program activity revisions, additions, or deletions;
- Coordinate and participate in the review and evaluation of the Child Development Training Consortium programs and projects;
- Research and prepare administrative re[ports, budgets applications and project proposals;
- Serve as a resource to District instruction, support and management personnel;
- Establish and maintain effective organization, community, and public relationships; network effectively
- Communicate effectively in oral and written English; Understand and carry out oral and written directions with minimal supervisory controls.

Licenses and Certificates:

Possession of valid California Motor Vehicle Operator's License

Child Development Program Director Permit preferred

Physical and Mental Standards:

- **Mobility:** ability to sit for long periods, move about an office, stand occasionally, reach above and below desk level.
- **Dexterity:** fine manipulation sufficient to operate a keyboard, handle individual papers, write and take notes.
- **Lifting:** occasional lifting of papers, files, equipment and material weighing up to 25 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 some public contact; frequent deadlines and time-limited assignments.

Education and Experience:

Any combination of education, experience and/or training that would likely provide the above-required knowledge, skills and abilities is qualifying. Typical background patterns that would provide the knowledge, skills and abilities are:

Education: Equivalent to the completion of an earned Master of Arts or higher degree from an accredited college or university in educational administration, early childhood education, child development or a closely related field.

Experience: Four years of successful child development training experience, and supervisory experience in child development and project training programs.

Note: Completion of a B.A. plus two years of additional experience may be substituted for Master's degree.

Class Adopted: 03/01/09

Class Amended: ~~XX-XX-XX~~