

RIVERSIDE COMMUNITY COLLEGE DISTRICT
Classified Management Position

JOB TITLE: Early Childhood Education Center Manager

BASIC FUNCTION: This position reports directly to the area Dean and serves as Manager for a single site campus children's program that also functions as a college laboratory school. Supervises preschool staff, instructional aides and assists in overseeing college intern students. Works collaboratively with department faculty to integrate current theory and best practices into the children's program. Works with preschool staff to plan and implement a cost effective, developmentally appropriate education program, and provide a safe, clean and nurturing learning environment for all children in the center. Is also responsible for communicating the program's philosophy to parents, staff and community.

SUPERVISORY RESPONSIBILITIES: Preschool staff, instructional aides, and assists in overseeing college intern students.

REPRESENTATIVE DUTIES:

1. Supervises the Early Childhood Education Center and ensures quality programming for children, adult students in teacher training, and students in other disciplines.
2. Works collaboratively with the Early Childhood Education faculty to ensure smooth integration of Early Childhood course content into center practices and application.
3. Joins Early Childhood Education faculty in overseeing and coordinating experiences of adult students in the center, providing a model teaching environment that is developmentally appropriate, culturally sensitive, non-biased, inclusive, and individually responsive.
4. Initiates and performs strategic planning, annual program evaluation, marketing, research and advocacy for the center.
5. Develops and monitors annual budget, business plan, generates resources through grant writing and/or program proposals.
6. Supervises and evaluates the performance of assigned personnel, plans, coordinates and conducts staff meetings and in-service training, oversees development of daily lesson plans.
7. Supervises the assessment of the child's relationship to and progress in the center program and communicates results to parents, staff, and faculty as appropriate.
8. Demonstrates leadership in supporting and promoting early intervention, family centered services, emerging curriculum models consistent with NAEYC guidelines.
9. Performs other related responsibilities as may be assigned.
10. Maintains an understanding of current ideas, research and practices pertaining to the area of responsibility for this position, through continued study and participation in professional organizations.
11. Serves as a member of the Management Association.

EDUCATION: Candidates must possess the education and experience requirements as outlined for a Site Supervisor in the Child Development Permit Matrix. The options in the Permit Matrix are as follows:

Option 1: Associates' degree which includes:

- 24 ECE/CD units with core courses as defined in the matrix
- 16 General Ed Units
- 6 Administration units
- 2 Adult Supervision units, **OR**

Option 2: Bachelor's Degree or higher (does not have to be in ECE/CD), with 12 units of ECE/CD plus 3 units supervised field experience in ECE/CD setting, **OR**

Option 3: Administrative Credential, 12 units of ECE/CD + 3 units supervised field experience in ECE/CD setting. **OR**

Option 4: Teaching Credential, 12 units of ECE/CD, +3 units supervised field experience in ECE/CD setting.

EXPERIENCE: At least one year of experience as an Early Childhood Center Site Supervisor, Master Teacher, or equivalent, is required.

LICENSES/CERTIFICATIONS REQUIRED: None

KNOWLEDGE OF: Community College teaching experience in Early Childhood Education, Human Development or related field.

ABILITY TO: Communicate effectively, both verbally and in writing; work independently; understand budgeting concepts; interact effectively with parents and faculty members.

OTHER: Must have evidence of sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of community college students (E.C. 87360a).

CONTACTS: Parents, teachers, Early Childhood Education Faculty, vendors.

WORKING CONDITIONS: Normal office environment with frequent contact with small children.