BERGEN COMMUNITY COLLEGE

JOB DESCRIPTION

TITLE: Director of the Child Development Center

DEPARTMENT: Child Development Center/Academic Affairs

FUNCTION: Creates and directs activities that provide developmental learning and social experiences for the children in the Child Development Center (CDC). Partners with faculty and management to enrich the quality of the CDC’s educational programs and promote an environment that is intellectually and socially stimulating. Manages the day to day operations of the CDC including activity development and parent and community relations. Manages the application and admission process for all candidate enrollees.

REPORTS TO: Dean of Business, Arts and Social Sciences

SUPERVISES: Group Teacher; oversee CDC Assistants

MAJOR RESPONSIBILITIES:

Responsibilities include but are not limited to:

1. Creates and directs activities that provide developmental learning and social experiences for the children in the CDC; plans and oversees group and individual activities.
2. Partners with faculty and management to enrich the quality of the CDC’s educational programs and promote an environment that is intellectually and socially stimulating.
3. Manages the day to day operations of the CDC including activity development and parent and community relations; maintains drop-in schedules for parents.
4. Monitors the population of program participants and initiates the candidate review process as slots become available. Reviews candidate applications, interviews the parents of prospective enrollees to determine eligibility, and makes admission decisions.
5. Coordinates recruitment activities for the CDC.
6. Prepares the Annual Report and ad hoc reporting as indicated.
7. Develops a set of core outcomes for unit and measures and tracks annual performance against objectives; prepares and submits annual assessment report to the designated office; and fully engages with the College’s Outcomes Assessment Program.
8. Prepares, track, monitors and adheres to an annual budget.
9. Acts as performance manager for all direct reports including managing day to day performance, producing and communicating written performance evaluations, approving requested time off and other points of compliance with HR rules, regulations and unit collective bargaining agreements.
10. Performs additional tasks or duties as assigned by the Vice President of Academic Affairs or
other designated management.

MINIMUM QUALIFICATIONS:

Knowledge, Skills and Abilities: Demonstrates understanding of the community college mission and practices an open door policy. Has basic proficiency in the use of the Microsoft Office suite. Exhibits strong skills in:

- Leadership
- Managing People
- Communication
- Customer and Student Focus
- Building Relationships
- Organizing
- Planning

Education: Bachelor of Arts in Early Childhood Education or in Elementary Education with Early Childhood courses

Experience: Minimum of 5 years of experience in Early Childhood Education required

Bergen Community College is an equal opportunity employer and does not discriminate on the basis of race, color, religion, age, sex, national origin, disability, or veteran status.

Submitted by: ___________________________ Date: _____________

Name/Title

Approved by: ___________________________ Date: _____________

Name/Title

Reviewed by: ___________________________

Human Resources Date: _____________

Board Approval: _________________________ Date: _____________

Board Member

THE COLLEGE RESERVES THE RIGHT TO MODIFY JOB DESCRIPTIONS AT ANY TIME WITH OR WITHOUT NOTICE