

Director, Child Development Center  
Cerritos College

Direct Link: <https://www.AcademicKeys.com/r?job=253860>

Downloaded On: Mar. 5, 2025 1:29pm

Posted Mar. 3, 2025, set to expire Apr. 7, 2025

**Job Title** Director, Child Development Center  
**Department** Executive  
**Institution** Cerritos College  
Norwalk, California

**Date Posted** Mar. 3, 2025

**Application Deadline** 04/07/2025

**Position Start Date** Available immediately

**Job Categories** Director/Manager

**Academic Field(s)** Administration - Other

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**Job Description**

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**Director, Child Development Center**

**Salary:** \$138,864.00 - \$174,660.00 Annually

**Job Type:** Full Time

**Job Number:** Child DEVE-2025

**Closing:** 4/7/2025 11:59 PM Pacific

**Location:** Norwalk, CA

**Department:** Child DEVE-2025

**Division:** Health Occupations

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## **Description**

### **Equity and Diversity**

The District is strongly committed to achieving staff diversity and the principles of equal opportunity employment. The District encourages a diverse pool of applicants and does not discriminate on the basis of race, color, national origin, ancestry, sex, age, religion, marital status, disability, or sexual orientation in any of its policies, procedures or practices. In fact, the college encourages applications from all segments of qualified people.

### **Closing Date**

This position will close on April 7, 2025 at 11:59 PM (or when 150 applications are received, whichever occurs sooner).

### **Summary**

Plans, supervises, assesses, and evaluates activities and operations of the Child Development Center, Child Development Program, and laboratory school. Oversees and collaborates with, and provides support to, early childhood education instructional programs. The position also provides complex administrative support to the Instructional Dean of Health Occupations. Distinguishing Career Features The Director, Child Development Center reports to the Instructional Dean, Health Occupations and is responsible for providing child care service and for working closely with the instructional program to provide practicum, observation, and other experiences that support classroom instruction and model child development theory and best practices.

## **Job Duties**

### **Essential Duties and Responsibilities**

- Manages, organizes, and coordinates the operations of the Center. Establishes staffing levels and configurations that meet expectations and educational goals for child care and support to the early childhood education curriculum.
- Ensures that the Center's operations are in compliance with Board policies, administrative procedures, State Licensing Regulations, and National Academy Regulations. Develops, recommends, and implements approved policies and procedures for the Center.
- Responsible for insuring accuracy of print and online publications related to the area of responsibility.
- Provides leadership in the new and emerging technologies in support of student services.
- Leads, supervises, trains and evaluates assigned personnel. Certifies payroll for assigned

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- personnel. Applies the terms and provisions of applicable collective bargaining agreements; state and federal laws; and District Board Policies and Administrative Procedures in personnel matters.
- Ensures a safe and healthy environment for CDC children, parents, staff, and students. Plans for and ensures that health screens of children are completed.
  - Develops and monitors budgets and maximizes financial resources.
  - Supervises and maintains fiscal, attendance, and pupil records for the CDC. Supervises registration and collection and deposit of parent fees.
  - Prepares and makes public presentations promoting CDC services. Represents Cerritos College to the community. Serves on community outreach committees relating to child development programs.
  - Working with community relations and other College resources, develops action plans and materials for recruiting participant families. Oversees and directs orientation for participant families. Promotes the use of CDC services and resources to students, faculty, and staff.
  - Plans, develops, and activates programs for the CDC. Participates in the development of curriculum and instructional materials that support age-appropriate learning.
  - Develops handbooks and materials for practicum and age appropriate learning. Sets practicum goals and expectations.
  - Provides guidance and technical assistance to practicum students with planning of classroom activities, curriculum, and related matters. Guides, supervises, and evaluates practicum students in observations and projects.
  - Develops and maintains relationships with outside agencies that administer grants and other special funding. Participates in developing state and federal grants related to child development.
  - Participates on and chairs committees, task forces, and special assignments.
  - Maintains currency of knowledge and skills related to the duties and responsibilities.
  - Prepares recommendations and/or contracts as appropriate and submits them to the administration and/or the Board of Trustees for consideration.
  - Performs other related duties as assigned.

## Minimum Qualifications

### Qualifications Minimum Qualifications for Education and Experience

Requires a master's degree in child development or related field and a minimum of three years of teaching and/or administrative experience in a Child Development Center Program.

Understanding of and sensitivity to meeting the needs of the diverse academic, socioeconomic, cultural, disability and ethnic background of the student, community, and employee population.

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**Preferred Qualifications:**

Requires a valid California State Children's Center Instructional Permit with Supervision authorization or the ability to qualify for Program Director level of the California State Child Development Permit and a valid CPR and First Aid Certification, and fingerprint and background checks. May require a valid driver's license.

Demonstrated understanding of and experience with the Reggio Emilia approach to early childhood education, strong knowledge of social constructivist learning frameworks and how they support child development, ability to articulate and implement a vision for education that views children as capable, curious, and full of potential, and a commitment to supporting emergent curriculum based on children's interests and inquiries.

**Supplemental Information**

**Knowledge and Skills**

This position requires professional knowledge of

- Early childhood development theory, practice, and program development.
- Maintenance and administration of a budget, financial planning and grant procurement and administration.
- Philosophy and objectives of the community college.
- Principles of functional leadership, training and performance evaluation.
- Pertinent federal and state laws and regulations.
- Learning and student success process, assessment, student learning outcomes, learning communities and application of technology.
- Strategic planning in organization and management practices, assessment, analysis and evaluation of programs, policies and administrative needs.
- Policies, procedures, goals and objectives of child development programs.
- Federal and state regulations governing child development centers, early childhood education, accreditation requirements, and outcomes assessment.
- CDC operations including current child development theory and practice.
- Title 22 regulations and NAEYC accreditation.
- Desired Results Assessment.
- Title 22 Regulations and Title 5 Regulations.
- Current CPR and first aid techniques and practices.
- Playground Safety Regulations and Health and Safety of Food Regulations.

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This position requires demonstrated skill in:

- Developing assessment, teaching, and learning processes that enhance student success and outcomes.
- Organizing work and building an effective team to meet the needs of the assigned areas.
- Oral and written language sufficient to prepare reports and professional correspondence.
- Human relations/interpersonal skills to conduct performance reviews, deliver presentations, and convey technical information to a wide variety of audiences.

### **Abilities**

This position requires the ability to:

- Learn, interpret, and ensure compliance with state and federal laws, Title 5, and other federal and state regulations as related to the responsibilities of the position.
- Be open to change and new methods in the assigned area of responsibility.
- Continuously engage in learning and self-improvement.
- Meet change with innovation to promote and meet the college mission.
- Organize, plan, develop, and write new programs, develop new concepts, analyze outcomes, and prepare clear and concise reports.
- Guide and direct others in goal achievement.
- Direct and facilitate development of personal and team perspectives, and develop and deliver training programs.
- Develop and monitor budgets and maximize financial resources.
- Work cooperatively and productively with internal and external constituencies.
- Advocate for shared governance, collegiality, staff cohesiveness and for the core values of the institution.

### **Physical Abilities**

This position requires the physical ability to:

- Function in an office environment performing work of primarily a sedentary nature with some requirement to move about campus and to off-campus locales.
- Use hearing and speech to make presentations to groups and carry on conversations over the phone and in person.
- See with sufficient visual acuity to read printed materials and computer screens.
- Use hand/arm/finger dexterity to retrieve work materials and operate standard office equipment.
- Work a flexible schedule which may include evenings, weekends, and split schedules.



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**Licenses and Certificates**

Requires a valid California State Children's Center Instructional Permit with Supervision authorization or the ability to qualify for Program Director level of the California State Child Development Permit and a valid CPR and First Aid Certification, and fingerprint and background checks. May require a valid driver's license.

**Working Conditions**

Work is performed indoors where minimal safety considerations exist.

**Salary/Fringe Benefits**

Grade 32 on District Management Salary Schedule (\$11,572.00 - \$14,555.00 /month).

Health and welfare benefits include District contribution for medical/dental/vision benefits and employee life insurance (\$50,000). (Cash in lieu option available on medical insurance.)

Participation in the Public Employee's Retirement System that is also integrated with Social Security or State Teacher's Retirement System

22 days annual vacation.

An annual stipend of \$4,002 shall be provided to management employees with an earned doctorate degree.

**Selection Procedure**

After the application closing date, a search committee will review and invite the most qualified applicants for an interview. As these are highly competitive positions, meeting the minimum requirements does not guarantee an interview. If you have questions or would like to follow-up regarding your application, please contact Human Resources at [HR@Cerritos.edu](mailto:HR@Cerritos.edu) as search committee members are unable to discuss specific recruitments.

**Conditions of Employment**

This is a full-time 12-calendar month classified manager position. Employment is to be effective as soon as possible following completion of the selection process. Individual who is offered employment shall be required to obtain fingerprints for a criminal history clearance through the State Department of Justice and remit the required fee for processing the fingerprints, Federal Bureau of Investigation (no fee if obtained at Cerritos College Campus Police Station), produce an original social security card, and submit negative TB test results (must be within the past four years or within the last 60 days if not previously employed in a school district in California) before employment.

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Board Policy 2905 will require mandatory COVID-19 vaccinations as a condition of employment. The District requires all employees to submit proof of full vaccination against COVID-19, as defined by the CDC. Full policy details can be found on the website; [Cerritos College - Chapter 2 - Board of Trustees](#). Employees may submit requests for medical or religious exemptions to the vaccine mandate for consideration. Details are available on the District's [COVID-19 webpage](#).

Proof of eligibility to work in the United States and signing of loyalty oath per Government Codes 3100-3109.

**Candidates must be available to work on site and be able to provide proof of California residency prior to employment.**

**\*\* Please note - the District does not provide for immigration sponsorships such as H1B Visas.**

### **Application Procedures**

Application materials must be submitted by the closing date. Applicants who need special services or facilities due to disability in order to apply or interview for this position must notify Human Resources at the time of application or at least 72 hours prior to the closing date or date of a scheduled interview.

It is the applicant's responsibility to provide copies of all transcript(s) verifying all educational degree(s) and/or coursework required for the position. Transcripts must be from regionally accredited institutions. A foreign transcript must be evaluated by a NACES certified agency. The website address is [www.naces.org](http://www.naces.org).

### **Required Documents**

1. Cover Letter
2. Resume/CV
3. Copy of Unofficial Transcripts (Must show all coursework completed and the conferral date of the degree)
4. California State Children's Center Instructional Permit with Supervision authorization OR Program Director level of the California State Child Development Permit, valid CPR and First Aid Certification

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To apply, visit <https://www.schooljobs.com/careers/cerritosedu/jobs/4847671/director-child-development-center>

*The District ensures that all qualified applicants for employment and employees have full and equal access to employment opportunity, and are not subjected to discrimination in any program or activity of the District on the basis of national origin, religion, age, sex or gender, race, color, medical condition, ancestry, sexual orientation, marital status, veteran status, physical or mental disability, or because he or she is perceived to have one or more of the foregoing characteristics, or based on association with a person or group with one or more of these actual or perceived characteristics. .*

### Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

### Contact

Executive  
Cerritos College

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