

# Santa Rosa Junior College



| TITLE   | CLASSIFICATION                            | SALARY RANGE/ASSIGNMENT |
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| Dean, Child Development and Teacher Education | Management Team Educational Administrator | Range: 14.5<br>DEAN II  |

## **JOB DESCRIPTION:**

Under general direction, is responsible for the overall administration, operation, supervision and coordination of the Child Development Center, instructional programs and associated categorical programs. The Dean provides supervision and direction regarding compliance with Title 22 of the Human Services Code and Title 5 of the Ed. Code. The Dean is responsible for supervision of the Foster and Kinship Care Education (FKCE) program and ensures compliance with all relevant guidelines and laws. The Dean is also responsible for the supervision and administration of the Teacher Academy including acting as liaison to the School of Education at Sonoma State University and any relevant classes. Coordinates the academic portion of the Teaching Fellowship program. The Dean provides supervision of the Older Adults Program. In consultation with the immediate supervisor, the Dean provides administrative supervision of all management, faculty, classified support staff, STNCs and students who are employed in the departments supervised by the Dean.

## **SCOPE:**

The Dean, Child Development and Teacher Education is responsible for the management, development, and overall administration and supervision of the Child Development Instructional Program, the Child Development Center, and associated categorically funded programs. The Dean, Child Development and Teacher Education has broad scope in the development interpretation and implementation of major policies and procedures pertaining to the instruction of students and compliance with all grants and programs under his/her supervision. The Dean is responsible for coordinating the integration of the service components and the instructional components of the Child Development Department and the Children's Center including the selection and evaluation of faculty, management and classified staff, preparation of faculty assignments, curriculum development, scheduling of classes, and program development and monitoring. The Dean is also responsible for planning and program review of each of the components and grants under their supervision

## **KEY DUTIES AND RESPONSIBILITIES:**

*Examples of key duties are interpreted as being descriptive and not restrictive in nature.*

1. Develops and implements program policies and procedures for the Children's Center, Child Development instruction, the Teacher Academy, the Older Adults program, the academic portion of the Teaching Fellowship Program, and the Foster and Kinship Care Education Program.
2. Interprets state and federal laws and regulations related to Child Development Instruction, Children's Center policies and the Foster and Kinship Care Education Program.
3. Represents the department to the campus community, other agencies and the community at large.
4. Represents the College/District in the development of policies and regulations at the regional and state level; remains active in regional and state child development programs especially as they relate to workforce development.

**KEY DUTIES AND RESPONSIBILITIES (Continued):**

5. Works with categorical program coordinators and managers including the FKCE and Older Adults program to develop and oversee programs and budgets for special instructional programs.
6. Maintains communication with funding agencies and negotiates contracts. Completes necessary funding reports, yearly applications and Board agenda items.
7. Conducts investigations and acts as the hearing officer for all student appeals for waivers of termination Notice of Actions from the Children's Center.
8. Responsible for public relations and marketing of the instructional program and the Child Development Center and the Teacher Academy.
9. Responsible for ensuring the maintenance of facilities, including compliance with licensing regulations for the Child Development Center, and recommends additions and modifications of existing physical plant.
10. Initiates goals and objectives for the Child Development Department, the Teacher Academy, the Older Adults Program and the FKCE program that are consistent with the mission and goals of the District. Recommends to the Vice President, Academic Affairs the development of policies and procedures needed to successfully implement those goals and objectives.
11. Recommends staffing positions based on the program evaluation process; participates in the hiring, supervision and evaluation of faculty, management and classified staff in the Child Development Department, the FKCE Program and the Older Adults program; anticipates, prevents, mediates and resolves conflicts and problems under areas of supervision.
12. Develops plans and implements work schedules to ensure necessary coverage. Ensures compliance with necessary staffing/child and adult ratios.
13. Serves on District standing and ad hoc committees as required.
14. Maintains the yearly master calendar for the instructional and child development centers.
15. Seeks and applies for grants and other funds to supplement the program.
16. Coordinates special program events and conferences.
17. Publicizes and recruits faculty and students to participate as mentors and mentees in the Teaching Fellows program. Works closely with Financial Aid to ensure the program operates smoothly.
18. Oversees the Child Development Advisory Committee and the Teacher Academy Task Force and participates as needed on the FKCE Advisory Committee.
19. Oversees the development of curriculum including additions and revisions of courses and prepares the schedule of classes.

**KEY DUTIES AND RESPONSIBILITIES (Continued):**

20. Supervises the Child Development Training Consortium and Mentor Teacher Coordinators.
21. Ensures compliance with all relevant Licensing, OSHA and CCFP Regulations, and Title 5 Funding Terms and Guidelines.
22. Represents the District as the lead negotiator for all negotiations with the local bargaining unit representing non-credit faculty.
23. Performs other duties as assigned by the Dean, Career & Technical Education and Economic Development.

**KNOWLEDGE OF:**

1. Issues in Child Development theory and pedagogy.
2. State Licensing regulations and California Department of Education, Child Development Division Funding Terms and Conditions.
3. Regulations concerning the training of child development teachers and Child Development Permits.
4. Planning, budgeting and staffing.
5. Equal Opportunity Employment, hiring, and evaluation procedures; local, state, and federal employment regulations.
6. Interpreting and enforcing faculty and classified collective bargaining contracts.
7. Program review, student and program learning outcomes and evaluation processes.
8. Community agencies that make up the foster and adoptive care network.
9. Chancellor's office guidelines and regulations regarding management of foster care education contracts.
10. Leadership and guidance skills for multiple program areas.

**ABILITY TO:**

1. Plan, direct and supervise a variety of programs at the same time.
2. Provide strategic planning for a college department.
3. Relate effectively with a wide diversity of students, faculty, staff and community members.
4. Supervise, evaluate and motivate staff in the area(s) of assignment.
5. Work effectively with state funding agencies.
6. Communicate clearly, both orally and in writing.

## DEAN, CHILD DEVELOPMENT AND TEACHER EDUCATION

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7. Manage multiple and multi-faceted budgets.
8. Write, manage and apply for grants from multiple sources.
9. Demonstrate sensitivity to, and respect for, a diverse population.
10. Interpret and communicate complex policies and procedures.

### **QUALIFICATIONS:**

#### *Education:*

Master's degree in Early Childhood Education or related field or the equivalent, and ability to meet minimum qualifications for current SRJC faculty discipline.

#### *Experience:*

One year of formal training, internship or leadership experience reasonably related to this assignment.

### **SUPERVISION RECEIVED:**

The Dean, Child Development and Teacher Education reports to the Dean, Career and Technical Education & Economic Development.

### **SUPERVISION EXERCISED:**

Under the general direction of the Dean, Career and Technical Education & Economic Development, Directly manages the Child Development Instructional program and the Children's Center and Infant/Toddler Centers. Supervises Children's Center manager, TRECC Coordinator, classified staff and Child Development instructors. Also supervises program coordinators and the Program Manager, Foster and Kinship Care Education. In consultation with the immediate supervisor, the Dean provides administrative supervision of all management, faculty, classified, STNC and student employees who are employed in the departments supervised by the Dean.

Board Approved: July 16, 2008

Revised: December 9, 2008

Revised: October 9, 2012