

**PERALTA COMMUNITY COLLEGE DISTRICT - July 1, 1994**

**CLASSIFIED JOB DESCRIPTION**

**COORDINATOR/CHILDREN'S CENTER  
(SEIU Local 1021 Salary Range 093)  
Job Code: 561**

**CLASS PURPOSE**

Under direction of the Vice Chancellor for Educational/Student Services or designee, coordinates the day-to-day operations of a Children's Center Program, including planning, developing, coordinating and promoting the Program. Performs other related duties as assigned.

**WORK SCHEDULE**

This is normally a full-time position with a work schedule of five days and 40 hours/week. Duties are performed 12 months a year. May be required to work some evenings and Saturdays during peak periods, such as registration, audits, fiscal year end, graduation, etc.

**EXAMPLES OF ESSENTIAL DUTIES:**

Any one position may not include all of the duties listed nor do listed examples include all tasks which may be found in positions of this class. To perform this job successfully, an individual must be able to perform each essential duty of the position satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions required for the position.

- Coordinates the daily operation of the Children's Center Program.
- Supervises and performs the day to day administrative details.
- Provides leadership to and coordinates the work of staff.
- Coordinates and monitors the daily flow of transactions involving procurement and delivery of supplies used by the Center (i.e., food services supplies, equipment and materials for the classrooms).
- Prepares budgetary reports as needed.
- Monitors expenditures.
- Acts as a liaison with the community, county and state agencies, campus child development agencies and organizations.
- Works closely with the District and the campus, including all the departments, clubs and organizations, especially the Student Services related departments.
- Follows and carries out all State, District and Center policies, procedures and guidelines.
- Prepares paperwork and maintains compliance with the CACFP (Child and Adult Care Food Program), Department of Education, Child Development Division and Community Care Licensing at the center/site level.
- Acts as a liaison for County or State auditors.

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- Interprets and applies Federal, State and local regulations as applied.
- Uses a computer for reporting, emails, web searches and updates, budget maintenance, newsletters and other documents.
- Oversees CACFP food service delivery in the center, including cooking and serving meals as needed.
- Monitors and supports that the Center's program curriculum is being implemented through planning the environment while providing individual, small group and large group activities appropriate for the age grouping of children.
- Monitors and supports that age-appropriate language arts, social studies, cognitive arts, computers, science, art, music, and physical development educational experiences for children are provided in each classroom of the center.
- Monitors and supports staff supervision indoors and outdoors, including proper interactions.
- Maintains proper adult:child ratio within the center and reports any problems to the Manager, including being in the classroom as needed.
- Guides staff in carrying out the instructional program through staff meetings, individual conferences, classroom visits and demonstrations.
- Participates in regular District Children's Center meetings with Children Center Coordinators.
- Participates in planning and implementing training for Center staff.
- Coordinates programs with local elementary schools and/or community programs for children.
- Works closely with parents regarding all aspects of the program and holds regular parent meetings.
- Performs other related duties as required.

**MINIMUM QUALIFICATIONS**

1. Possession of a Bachelor's Degree from an accredited college or university in Child Development or Early Childhood Education and four (4) years of experience in planning and implementing a child development program for preschool children; or an equivalent combination of education and experience and qualifying experience that could likely provide the desire knowledge and abilities,

**AND**

2. Completion of a minimum of three (3) semester units of infant and toddler coursework from an accredited college or university (Title 22 provision). Possession of a valid Child Development Site Supervisor Permit or a valid Child Development Program Director Permit is required as a condition of employment,

**OR**

3. Possession of a current Temporary Child Development Site Supervisor Permit or Child Development Program Director Permit issued by the Alameda County Department of Education and receipt of application for the permit,

**AND**

4. Possession of a valid certification in Pediatric CPR, First Aid and health & safety practices.
5. Understanding of, sensitivity to and respect for the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of Peralta Colleges' students, faculty, staff and community.

**DESIRABLE QUALIFICATIONS**

- Knowledge of Title V (California Department of Education, Child Development Division) requirements, paperwork, reporting and monitoring.
- Knowledge of CACFP requirements, paperwork, reporting and monitoring.
- Knowledge of Title XXII (Community Care Licensing) requirements, paperwork, reporting and monitoring.
- Experience with developing creative curriculum or other emergent/project approach curriculums.
- Experience with the daily operations of a center and knowledge of early childhood education as related to child development and infant/toddler and pre-school aged programs.
- Experience working in a public agency, working with multiple partners within the District and local community.
- Ability to work effectively within a team structure while coordinating staff, parents, students and volunteers of various ethnic and socio-economic backgrounds.

**ENVIRONMENTAL DEMANDS**

- Occasional work performed alone
- Constant work around children and adults

**MENTAL REQUIREMENTS**

- Ability to handle children in an effective and nurturing manner.
- Ability to take goals and break them down and present to staff in an appropriate manner.

**WORKING CONDITIONS**

- Occasional work performed in extreme cold, heat, dryness and wet conditions.
- Occasional exposure to childhood illnesses and diseases.

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### **PHYSICAL REQUIREMENTS**

- Frequent standing, walking, stooping, kneeling, squatting, climbing stairs, sitting in adult and child sized chairs, typing and computer usage.
- Occasional lifting and carrying up to 65 lbs.
- Occasional twisting of body.
- Frequent use of tactile acuity.
- Frequent use of visual acuity from a distance, with depth, and for color.
- Frequent reaching of high and low levels.
- Frequent audio acuity at all ranges, including speech.
- Frequent visual acuity for reading.
- Constant use of clear oral communication.

### **TOOLS AND EQUIPMENT USED**

- Equipment needed to maintain a children's center program, activities, food service and required paperwork and records.

Revised: N/A