

Job Title:

Associate Director - Early Childhood Education (4150U) #25908

Job ID:

25908

Location:

Main Campus-Berkeley

Full/Part Time:

Full-Time

Regular/Temporary:

Regular

Department

Housing & Dining Services

About Berkeley

The University of California, Berkeley, is one of the world's most iconic teaching and research institutions. Since 1868, Berkeley has fueled a perpetual renaissance, generating unparalleled intellectual, economic and social value in California, the United States and the world. Berkeley's culture of openness, freedom and acceptance—academic and artistic, political and cultural—make it a very special place for students, faculty and staff.

Berkeley is committed to hiring and developing staff who want to work in a high performing culture that supports the outstanding work of our faculty and students. In deciding whether to apply for a staff position at Berkeley, candidates are strongly encouraged to consider the alignment of the Berkeley Workplace Culture with their potential for success at <http://jobs.berkeley.edu/why-berkeley.html>.

Application Review Date

The First Review Date for this job is: November 20, 2018.

Position will remain open until filled.

Departmental Overview

Residential and Student Services Programs is part of the Division of Student Affairs under the direction of the Chief Operating Officer of Residential and Student Service Programs (RSSP). RSSP provides and manages residential student housing, residential life programs, custodial and maintenance services, capital and minor capital projects, self-operated dining services for undergraduate and graduate students and their families, as well as early care & education services for students, faculty, and staff. RSSP also conducts a summer conference and year-round

catering business, operates seven campus restaurants, and manages twenty-six faculty apartments. RSSP's annual operating budget is over \$160,000,000 and the cluster employs over 2000 career, limited, contract and student employees creating a "culture of care" for our students and all other customers and stakeholders.

The Early Childhood Education Program (ECEP) serves over 260 children (3 months through pre-kindergarten) of university (faculty, staff and students) and community families. The program consists of over 60 career FTE, 10 - 30+ limited and per diem substitutes, and up to 100 student assistants who work daily with children and families in the program to assure quality early education experiences that best nurture and develop the individual child, support a family responsive environment for the university and advance the field of early childhood education.

Responsibilities

This position requires advanced ECE pedagogy training and expertise as a high functioning ECE teacher, teacher coach, and as a skilled and well organized center director qualified manager (with Program Director level permit) in order to:

- 1) Support the Executive Director as needed with short and long-term planning for the organization and development and tracking of performance metrics and provide leadership back-up when Executive Director unavailable; and,
- 2) Manage and streamline critical administrative and support activities across all centers to ensure high quality, compliant and efficient program operations and user friendly processes (e.g. enrollment, career and substitute staffing, budgeting, purchase coordination, state and federal funding and licensing compliance, food program, grant writing and administration support, quality assurance, program quality improvement, etc.); and
- 3) Serve as leave back-up Executive Director, Center Director, Site Coordinator, and/or teaching staff as needed for required licensing ratios to provide developmentally appropriate early care and education; provide support to families on child education; provide model training and coaching experiences for teachers; may develop and/or support research and undergraduate degree practicum environment and oversee, perform and report on research conducted in the child care program.

This position assists all ECEP centers in various projects and/or situations dealing with campus systems, various campus partners, and shared service organizations including but not limited to budget, HR, tracking and analysis. Regularly works on highly complex strategic and operational issues where analysis of situations or data requires an in-depth evaluation of variable factors. Regularly interfaces with parents solving enrollment issues. Demonstrates good judgment in selecting methods and techniques for obtaining solutions. Actively reviews ECEP's needs and finds ways to innovate and streamline productivity to maximize efficiency, improve quality and improve the experience of all stakeholders. Develops plan and secures and maintains NAEYC Accreditation.

Provides short and long term supervisory leave replacement as back up to Executive Director and all 5 Center Directors as needed. Includes all aspects of managing Early Childhood Education sites including center staff (career, substitutes, student/classroom assistants, etc.) performance management, staff meetings, parents meetings, and ensuring quality programming. Additionally as needed to meet regulatory ratios, leads one or more classrooms with responsibility for quality and quantity of work in early childhood education.

Additional supervisory responsibilities include hiring, direct supervision and performance management of direct reports throughout the year:

- Directly hire and manage to ensure ~30 substitute teacher pool has continuous, robust number of superior qualified candidates to meet ECEP short and long term teacher and teacher assistant leave replacement needs.
- Also participates in the selection, development and evaluation of all staff positions as a Subject Matter Expert to ensure sufficient staffing and the efficient operation of the entire ECEP function.

Manages ECEP general administrative operations to include, but not limited to, the following functions: financial and state/federal compliance management for admissions process and/or contracts and grants; fundraising; coordination for HR, IT, facilities, and student services with various service providers. Ensure all process and policy compliance.

Develops and advocates solutions for organizational and employee matters, including developing and administering new initiatives (such as the accreditation process), or programs that develop and support high functioning teams.

Develops and implements standardized procedures for efficient administrative operations across all centers. Develops and revises operating procedures and guidelines as needed to adapt to changing campus systems and processes. Secures, maintains and monitors NAEYC Accreditation. Manages overall facilities, space logistics, and equipment needs and coordinates with service providers to free up teaching and center staff time to focus on the provision of quality early care and education.

Manages hiring processes for sub and career staff positions, including recruitment, effective onboarding, and ongoing training and coaching, coordinating with peer managers and external partners.

Supports Executive Director in development and coordinating ECEP participation in practicum for UC Berkeley certificate programs, summer minor, and undergraduate and graduate interdisciplinary degrees in Early Development & Learning Sciences along with other faculty/research and campus related ECE initiatives (e.g. proposed Global Center for Early Learning, etc.).

Collaborate with departments within the division and Campus to coordinate the development, implementation and administration of new programs and processes.

Develops and prepare various complex analysis, metrics, and reports for ECEP processes and programs for ECEP committees, campus departments, donors, and state/federal agencies, Gather, analyze, prepare and summarize data from a variety of sources, internal and external to the campus. Ensure data collection is conducted in accordance with local, state and federal requirements. Maintains compliance in record keeping according to various programs, such as Title V, Title 22, Child Care Food Program, National Association for the Education of Young Children (NAEYC) Accreditation, annual audit, etc.

Provide data to support ongoing operation of ECEP, including approaches, trends, sources, and uses. Provide analysis of local market data in order to assess current tuition for the campus based on competitive early childhood education programs.

Provides input into NAEYC Accreditation and other statistical data used in informing campus leadership and government agencies needed in relation to our operation.

Creates sustainable processes and practices across all ECEP centers to ensure a supportive family environment that facilitates their participation, education, and involvement.

Provides regular communication to staff, parents, and external stakeholders through a variety of methods (phone, general ECEP email, website, reports, newsletters, etc.).

Assists in the design and drafting of organizational website content; drafts newsletters and correspondence to organizational constituents, essential to supporting documentation for our accreditation and state funding system.

Ensures ECEP's communication and content reflects a supportive, nurturing, growth-oriented atmosphere, inclusive of all children and families.

Continues to broaden professional knowledge and skills and attends on-going training, staff meetings and in-service trainings as required. Professional development includes enhancing skills as a leader, trainer and coach. Serves on committees representing ECEP.

Plans and coordinates trainings for professional development of teaching staff and students, and has oversight over the NAEYC Accreditation process for the unit as well as fundraising efforts.

Other special projects as assigned which may include mentoring and coaching teaching staff, curriculum planning and development, and/or organizing ad hock meetings.

Required Qualifications

- Minimum 5 years of supervisory experience and comparable complex administrative, project, and fiscal experience in a similar size organization.
- Advanced working knowledge of early childhood pedagogy and best practices and processes with prior supervisory

experience in an early childhood education setting, ideally in a Title V program working with state and federal funds and related compliance.

- Demonstrate strong leadership competency including self-awareness, initiative/self-motivation, accountability, and ability to coach, influence, and collaborate across differences to develop and sustain high performing teams
 - Excellent organizational skills including ability to multi-task effectively in a challenging and fast paced environment, meet budget and time deadlines, and manage multiple complex projects with changing priorities
 - Must successfully pass and maintain FBI & DOJ Criminal Check with approval from Department of Social Services
- Must provide proof of current negative TB clearance, up-to-date MMR vaccination and up-to-date health screening clearance and any new State or UC Berkeley health requirements for positions working with young children.

Preferred Qualifications

- Prior experience teaching ECE coursework at junior college or college level
- Ability to learn University-specific computer application programs such as TAM, Bear Buy, Berkeley Financial System (BFS), BAIRS, including their applications and reports.
- Thorough knowledge of University rules and regulations, processes, protocols and procedures for budget, account and fund management, personnel management or experience in a similarly sized institution.
- Experience and knowledge of NAEYC Accreditation process and maintenance.
- Experience and demonstrated success with Fundraising.

Salary & Benefits

Salary will be commensurate with experience.

For information on the comprehensive benefits package offered by the University visit:

<http://ucnet.universityofcalifornia.edu/compensation-and-benefits/index.html>

How to Apply

Please submit your cover letter and resume as a single attachment when applying.

Physical Exam

Employment is contingent upon passing a physical exam.

Conviction History Background

This is a designated position requiring fingerprinting and a background check due to the nature of the job responsibilities. Berkeley does hire people with conviction histories and reviews information received in the context of the job responsibilities. The University reserves the right to make employment contingent upon successful completion of the background check.

Mandated Reporter

This position has been identified as a Mandated Reporter required to report the observed or suspected abuse or neglect of children, dependent adults, or elders to designated law enforcement or social service agencies. We reserve the right to make employment contingent upon completion of signed statements acknowledging the responsibilities of a Mandated Reporter.

Equal Employment Opportunity

The University of California is an Equal Opportunity/Affirmative Action Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, or protected veteran status. For more information about your rights as an applicant see:

http://www.eeoc.gov/employers/upload/poster_screen_reader_optimized.pdf

For the complete University of California nondiscrimination and affirmative action policy see:

<http://policy.ucop.edu/doc/4000376/NondiscrimAffirmAct>

To Apply, visit:

<https://apptrkr.com/1399132>