

Job Title:
Center Director (4150U) #26355

Job ID:
26355

Location:
Off 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: February 25, 2019
Position will remain open until filled.

Departmental Overview

In the Division of Student Affairs and under the Residential Student Services Programs portfolio, the Early Childhood Education Programs (ECEP) serve over 260 children (3 months through pre- kindergarten) of university students, faculty, staff and community families, along with supporting ECE research, ECE related practicum and course field work for undergraduate and graduate courses. The program employees over 60 career FTE, 10 - 30+ limited and per diem substitutes, and up to 100 student or classroom assistants who work daily 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.

Under the leadership of the Executive Director, this position is one of 5 Center Directors who are each responsible for the safe and effective operation of his/her assigned ECE Center in alignment with all Title 22 licensing requirements, Title V CDE requirements and ECEP's mission, values, goals, professional best practices, and good University stewardship. Manages the Center budget effectively and ensures teaching staff are supported with appropriate training, supplies & materials and safe environment for children. The Centers vary in number and type of ECE classrooms and number of staff. Center Directors may be reassigned to another Center at management's discretion for cross training or to fill a Center Director leave or vacancy as needed.

The Center Director serves as the key contact for Center parents, staff and other stakeholders and is responsible for providing consistent, high quality developmentally appropriate early childhood care, curriculum, and active visual supervision. Each Center Director is responsible for creating a welcoming, healthy, and supportive learning environment for children and their families, along with modeling and reinforcing a high performing culture where staff can do their best work. ECEP utilizes ECERS/ITERS, Quality Rating and Improvement Systems (QRIS), Classroom Assessment Scoring Systems (CLASS) and other tools to ensure quality, health and safety compliance and risk management.

Responsibilities

Responsibilities include but are not limited to:

Staffing

- Supervises Center staff on daily basis to meet goals and objectives and provides effective coaching and timely performance feedback/management.
- Ensures adequate staff coverage including managing morning sub-line, anticipated & unanticipated staff absences or shift changes, and preparation of daily staffing sheets.
- Provides in-ratio classroom coverage when needed.
- Manages staff communications including team and center meetings to keep staff updated on important information and foster staff engagement and high quality work
- Identifies staff development needs and plans relevant trainings in addition to assisting with ECEP-wide coaching and training as needed. Supports recruiting, hiring and training process for assigned center and other centers as needed
- Ensures staff files, permits, certifications, health exams and immunization records are up-to-date, reminding staff in writing at least 60 days in advance when due for renewal

Parent Relations

- Communicates in a timely manner with interested families to support enrollment goal including scheduling Center tours and pre-enrollment meetings
- Develops effective relationships with center families to provide a supportive environment; assesses and provides timely individual family support, communication and problem resolution as needed

- Manages the Center Parent Advisory Committee (PAC) including soliciting participation and coordinating responsive and informative agendas and regular meetings
- Fosters parent/family involvement and volunteer activities, including center fundraising, and facilitates special parent meetings as needed.
- Creates monthly center newsletters to keep parents advised on center events and communicates urgent matters in a timely manner

Health and Safety

- Maintains clear understanding and compliance with all licensing regulations and requirements and trains/updates staff to ensure compliance
- Communicates with parents regarding Center licensing issues
- Is available to licensing representatives during scheduled and unscheduled visits, and proactively assigns director-qualified staff in absence
- Develops proactive action plan to address any licensing or emerging health and safety concerns and reviews with Executive Director before implementing
- On daily basis, walks through and reviews Center facility, classrooms, equipment, supplies, storage areas, and grounds to identify safety, cleanliness, and items needing repair or replacement and addresses or escalates as appropriate

Center Record Keeping & Budget Management

- Ensures all staff and child data collection, record keeping and file management is conducted in accordance with local, state and federal requirements and oversees appropriate confidentiality and protection of any trigger data; monitors center paperwork for compliance with California Department of Education regulations
- Ensures student/parents/staff rosters for Center are regularly reviewed and updated
- Ensures all injury reports, meal counts, sign-in sheets, and intake forms are completed and maintained per licensing and policy requirements and escalates any safety or compliance issues in a timely and appropriate manner

- Submits center time reporting to ensure accuracy and payroll deadlines are met
- Manages center budget and fundraising accounts and record keeping per University policy.
- Maintains sufficient inventory of equipment and supplies for efficient operation and orders/reorders as necessary within appropriate guidelines
- Schedules regular monthly meeting with Executive Director to provide center updates on enrollment, budget, family participation, staffing, facilities, etc. and escalates time sensitive issues sooner as needed.
- Building Access and Facility Safety, Maintenance & Equipment

Required Qualifications

- Minimum 3 years of prior supervisory experience in comparable early childhood education setting required.
- Advanced researched based and hands-on working knowledge of early childhood education, as well as related policy and both Title 22 and Title V regulatory compliance requirements.
- Advanced inter-personal skills, service orientation, ability to multi-task effectively in a varied, challenging environment, judgment and decision-making, reasoning, ability to develop original ideas to resolve problems, and highly effective verbal and written communication skills to communicate with diverse audiences and provide effective leadership

- Requires proficient desktop support and enabling technology skills (e.g. using smart phones apps, digital cameras, and various computer applications to enhance and organize work flow, write reports, track absenteeism, create staff rosters, email lists, parent newsletters, completion of DRDPs, etc.
- Must successfully pass FBI & DOJ Criminal Check and regularly maintain ongoing clearance approval from Department of Social Services.

Education/Training:

- Bachelor's degree required or equivalent of experience
- Must have minimum of 3 Infant/Toddler units if initially hired for a center with infant/toddler classroom(s). If initially assigned to a preschool only center and missing these units, must be able to verify successful completion within 12 months of hire.
- Must complete blood borne pathogen training upon hire and renew annually
- Must complete State of CA Mandated Reporter training upon hire and renew per policy
- Must complete the integrated pest management training (IPM) within 12 months of hire and renew annually
- Must complete initial university required training for supervisors within required timeline (Ethics, Sexual Harassment, IT Security, etc.) and renew per policy

Licenses or certifications, if any:

- Must have and maintain valid CA Child Development Program Director Permit.
- Must have valid EMSA Child Care Provider Training certification, which includes: 4 hours for child care First Aid, 4 hours for CPR—adult, child, and infant, including all-age AED training and 7 hours of Preventive Health and Safety Practices Training
- Pediatric CPR/First Aid certification must be maintained while employed for UC Berkeley ECEP.
- Must provide current Health Screening clearance, TB screening clearance, proof of measles and pertussis vaccination, flu vaccination (or statement declining flu vaccination), and any new State or UC Berkeley health requirements for positions working with young children and renew as required.

Preferred Qualifications

- Master's degree preferred or equivalent of experience
- PITC, DRDP, ASQ-3, ASQ-SE, QRIS, CLASS, ECERS and ITERS experience is preferred.

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.

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/1399126>