



## Program Director, Children's Center

Review: February 15, 2012

**(Job #12-09) Program Director, Children's Center, Student Services Professional IV (SSP IV) \$4,373—\$6,238/month.** Appointments are typically made at the beginning of the salary range. This is a full-time, benefited, 12-month, probationary position in Student Affairs. Anticipated start date is May 1, 2012.

**Position Summary:** The Children's Center Program Director is responsible for the overall operation of the HSU Children's Center including program, financial, and personnel management. The HSU Children's Center is a grant-funded child development program which provides quality care and education services for students, staff, and faculty families of Humboldt State University. The Center is accredited through the National Association for the Education of Young Children. Staffing includes 11 university employees and approximately 65 student employees. During the academic year the program serves approximately 100 families with 60 families served in the summer. In support of HSU Departments the Children's Center serves as an observation and training facility. The program has a strong family-centered, relationship based philosophy. Families are highly involved in all aspects of the Children's Center operation.

**Duties:** The Children's Center Program Director is responsible for the overall planning, implementation, and evaluation of the program for families and children as follows: register families and schedule childcare hours each semester; translate the philosophy and goals of the program into expectations for children, parents and staff; continuously monitor program's progress toward meeting goals; plan collaboratively with staff for parent, child and staff orientations, parent conferences and staff trainings; supervise the implementation of the parent participation and parent education program; plan weekly menu and food production records, ensure that the nutritional program meets needs of families and USDA guidelines; ensure the program's continuous NAEYC accreditation; implement procedures for recruitment and selection of new personnel and ensure that staff members employed reflect the needs of the families and children served; communicate job expectations and responsibilities and establish formal procedures to supervise staff; schedule, supervise and evaluate field placement, lab students, interns, observers and researchers from various university departments; supervise facilities planning, operation and maintenance; prepare annual operating budget; monitor and prepare fiscal reports; secure ongoing grant funding; initiate and supervise fundraising activities; provide required information/explanation of records for auditors, State Department of Education consultants, licensing analysts and other outside reviewers; communicate and interpret program services, policies, governmental mandates to parents, staff, university and community; attend required meetings of State Department of Education and other funding agencies; represent HSU Children's Center at meetings of the Council of California State University Children's Centers; advocate value of Children's Center program to the university, community and legislators to assure necessary and adequate funding; and perform other duties as assigned.

**Minimum Qualifications: Education & Experience:** Master's degree in Child Development or related field with emphasis in Early Childhood Education; California Children's Center Permit, Director level; at least 5 years' experience in administration of a child development or similar program; at least five years' experience as a teacher of children 0-6 years; criminal record clearance; good health and clear of active TB.

**Knowledge, Abilities & Specialized Skills:** Ability to lead as a member of a diverse team of professionals providing early care and education services to families and children within the university community; ability to design and implement a program for families and children based on the program philosophy; experience working with diverse populations and an understanding and commitment to diversity issues; thorough knowledge of federal, state and local regulations governing the operation of a child care center; thorough knowledge of fiscal management procedures and practices including applicable software; knowledge and experience with California Department of Education funding, reporting and DRDP assessment program; ability to facilitate discussions, problem solving and group decision making; and effective writing and verbal communication skills.

**Preferred Qualifications:** Knowledge of NAEYC Accreditation standards and procedures; previous experience working in a campus-based program; experience collaborating with other agencies; and knowledge of university computer-based systems.

(Continued on reverse)

**Application Procedure:** Applicants must submit a letter of interest, an HSU employment application, resume, copies of degree and Children's Center permit and contact information for at least three professional references to Human Resources, 1 Harpst Street, Arcata, CA 95521-8299.

**Application Deadline:** This position is open until filled. First review of applications will be Wednesday, February 15, 2012.

**Human Resources**

Siemens Hall - Room 211

Arcata, CA 95521-8299

(707) 826-3626

Fax: (707) 826-3625

[www.humboldt.edu/jobs](http://www.humboldt.edu/jobs)

Email: [careers@humboldt.edu](mailto:careers@humboldt.edu)

*It is the responsibility of the applicant to provide complete and accurate employment information. Incorrect or improperly completed applications will not be considered for vacancies. Any reference in this announcement to required periods of experience or education is full-time activity. Part-time experience or education--or activities only part of which are qualifying--will receive proportionate credit. In accordance with applicable Collective Bargaining Agreements, preference may be given to the campus applicants covered by these agreements. However, positions are open to all interested applicants, both on and off campus.*

Class Code: 3086

*Evidence of required degree(s), certification(s), or license(s) will be required prior to the appointment date. The successful candidate for a position at HSU is required to be fingerprinted through the Humboldt State University Police Department or their local law enforcement agency. The results of the fingerprint process must be received by the university prior to the candidate's appointment. The cost of the fingerprinting is borne by the university.*

Publication Date: February 1, 2012

Humboldt State University is committed to achieving the goals of equal opportunity and endeavors to employ faculty and staff of the highest quality reflecting the ethnic and cultural diversity of the state. Additional information about Humboldt State University can be found at [www.humboldt.edu](http://www.humboldt.edu).

Humboldt State University is an Equal Opportunity/Title IX/ADA Employer. Applications from and nominations of qualified women, minority candidates, covered veterans and disabled persons are particularly encouraged. Humboldt State University hires only individuals authorized to work in the United States.



Humboldt State University is part of the 23-campus California State University system. The University has a comprehensive arts and sciences curriculum, which is recognized nationally for its high academic quality. Founded in 1913, HSU is one of the premier, public institutions in the western United States; it is a rural and residential campus with an enrollment of approximately 7,500 students. The main campus is located in Arcata, California, in the northwestern part of the state along the coast, and situated among redwood trees in an area that offers unmatched scenic beauty, moderate climate and opportunities for outdoor activities. The surrounding Humboldt County locale has a population of 130,000. The community offers an excellent range of businesses, services and cultural activities/performances. The local schools are ranked in the top performance percentiles, both nationally and in the state.