



West Kern Community College District

Human Resources

29 Cougar Court

Taft, CA 93268

661-763-7805

www.taftcollege.edu

Administrative Employment Opportunity www.taftcollege.edu

Application Deadline: Open until filled, priority consideration date of October 5, 2018

Director of Children's Center

Management Salary Schedule Grade 14 - \$72,635.00 - \$93,682.00 per year. The District provided health and welfare benefits, valued at \$19,052.76 per year, include medical, dental and vision for the employee and dependent, and life insurance for the employee.

GENERAL INFORMATION

Taft College is a single-campus district in Kern County. Taft is located in the foothills at the southwestern edge of the San Joaquin Valley just 35 minutes west of Bakersfield, two hours north of Los Angeles and two hours from California's central coast. The Taft area is home to 18,000 residents and numerous companies who enjoy friendly neighbors, temperate climates and bustling economy. Cultural and recreational opportunities include the West Kern Oil Museum, Carrizo Plain National Monument, Tule Elk State Reserve and the Buena Vista Aquatic area. Residents enjoy a reasonable cost of living along with affordable housing and good schools.

The College is a designated Hispanic Serving Institution (HSI) with unique programs in Energy Technology, Engineering, Dental Hygiene and STEM-related disciplines. Taft College's Full Time Equivalent Students are over 2,600 with an average class size of 20. The District has a diverse student body that is 55.9% Hispanic, 31.6% White, 6.2% Black, 2.2% Mixed Race, 1.7% Asian, 1.1% Filipino, 0.7% Native American, 0.4% Unknown and 0.3% Pacific Islander.

The College has 60 full-time faculty, 90 adjunct faculty, 137 classified staff, 24 classified administrators and 7 certificated administrators.

GENERAL RESPONSIBILITIES

The Director of the Children's Center, under general direction, plans, organizes, directs and oversees all classroom and support activities at the Children's Center; assumes and performs related duties and responsibilities as required and as assigned by the Vice President of Instruction.

PRIMARY DUTIES OF THE POSITION

- Develop and administer child care services budget including management and allocation of funds from grants and other funding sources.
- Oversee all emergency situations, including injury and/or illness, parental custody/pick-up issues, and possible fire/severe weather evacuation conditions. Establish and maintain department policies and procedures for all emergency situations; enforce with staff the practice of drills, etc.
- Answer informational questions from current and prospective clients regarding the Centers' operations, policies and procedures; oversee client registration.

Equal Employment Opportunity

District is committed to the principles of equal employment opportunity and will implement a comprehensive program to put those principles into practice. It is the District's policy to ensure that all qualified applicants for employment and employees have full and equal access to employment opportunities and are not subjected to discrimination in any program or activity of the District on the basis of national origin, religion, age, gender, gender identity, gender expression, race or ethnicity, color, medical condition, genetic information, ancestry, sexual orientation, marital status, physical or mental disability, pregnancy, or because he/she is perceived to have one or more of the foregoing characteristics, or based on association with a person or group with one or more of these actual or perceived characteristics. The District will strive to achieve a workforce that is welcoming to men, women, persons with disabilities, and individuals from all ethnic and other groups to ensure the District provides an inclusive educational and employment environment. Such an environment fosters cooperation, acceptance, democracy, and free expression of ideas.

Application materials are available in the HR Department, on the TC website under Jobs and EdJOIN.

Website:

www.taftcollege.edu

Human Resources Department

Hours:

Monday-Friday
8:00 a.m. - 4:30 p.m.

- Establish and maintain collaborative relationships with parents; oversee the provision of information to parents regarding the children's progress at the Child Care Center.
- Oversee the maintenance of confidential financial parent information including recording payments, charges and credits, and relay this information to the proper College offices, as needed.
- Establish and maintain collaborative relationships with academic students and departments seeking to use the program as a learning facility.
- Coordinate with the College's early childhood education program to provide observation experiences for students.
- Maintain children and staff files; collect, distribute and check for accuracy per the California Department of Social Services-Title 5 and 22 guidelines. Maintain verbal and written contact with all funding agencies to ensure accurate and consistent report filings.
- Possess knowledge and skills in State Dept. of Ed mandated program self-evaluation tools including but not limited to; Program Administrative Scales, Desired Results for Children and Families, ASQ's, and QRIS.
- Oversee maintenance of equipment and facility.
- Provide classroom support as needed to meet regulations.
- Purchase equipment and supplies for classroom operations, as needed.
- Work a flexible schedule which includes days/evening/weekends as needed by the department.
- Perform other related duties as required.

MINIMUM QUALIFICATIONS

- Minimum levels of education and experience as required by the State of California Commission on Teacher Credentialing to hold a Child Development Program Director Permit which is required.
- BA with 24 Early Childhood Education (ECE)/Child Development (CD) units including core courses, plus six units administration and two units adult supervision.
- Budget and financial experience in a child care center.
- Five years of management or leadership experience.
- Ability to work in a diverse community.
- Redefined customer service skills.
- Ability to lead staff in implementing appropriate curriculum.
- Ability to comprehend and implement all required regulatory requirements.
- Excellent oral and verbal skills.
- Ability to work a flexible schedule which includes days/evenings/weekends as needed by the department.

DESIRABLE QUALIFICATIONS

- Master's degree preferred.
- Experience with a childcare food reimbursement program preferred.
- Supervision within a union environment preferred.

HEALTH AND WELFARE BENEFITS

The District provides excellent coverage in health, dental, vision and life insurance for the employee, spouse, and dependents. The District and the employee contribute to the State Teachers Retirement System or the California Public Employees Retirement System. Additional types of insurance may be purchased with pre-tax dollars through the IRS 125 flexible benefit program.

ANTICIPATED START DATE

The anticipated start date is negotiable.

APPLICATION DEADLINE

To be assured full consideration, complete application packets should be in the Human Resources Department by **4:00 p.m. on Friday, October 5, 2018**. Application materials must be mailed, hand delivered, or e-mailed. All application packets that are complete at that time will be forwarded to the screening committee. Incomplete applications may not be reviewed.

APPLICATION PROCESS

To be considered for review, applicants must submit the following application materials:

1. A District Management application or EdJOIN online management application. *Please complete all sections; stating "See letter and/or resume" is not acceptable.*
2. A cover letter outlining your education and experience related to this position.
3. A current resume.
4. Complete transcripts of all lower and upper division and graduate level college/university course work (need not be official).

Application forms may be obtained from www.taftcollege.edu and online applications are also accepted through EdJOIN.org.

Send all application materials to: Taft College Human Resources Department
29 Cougar Court
Taft, CA 93268
Telephone: 661-763-7805
Email: tcjobs@taftcollege.edu

Current employees must provide documentation and materials in the same manner and degree of detail as any other applicant.

PAY RANGE

Grade 14 on the Management Salary Schedule/ Exempt. The salary range for the position is negotiable commensurate with qualifications and experience.

SUPERVISION

Direction is received from the Superintendent-President.

HOURS & TERMS OF EMPLOYMENT

40 hours per week, 12 months per year. This position will require evening hours throughout the year.

CONDITIONS OF EMPLOYMENT

Employment with Taft College is not complete or official until applicants meet all pre-employment requirements. Candidates with foreign degrees must provide official certification of equivalency to U.S. degrees by a recognized U.S. credential evaluation service. Offers of employment are contingent upon Board of Trustees approval. All new employees are required to submit official transcripts, proof of freedom from tuberculosis, and proof of eligibility to work in the United States. Employees must sign an Oath of Office and submit fingerprints for CA Department of Justice clearance. Possess a current CA driver license. Taft College reserves the right to modify or rescind this job announcement at any time.

INTERVIEW

A candidate selected for an interview will be required to visit Taft College at his/her own expense upon a date selected by the District. Meeting the minimum qualifications does not guarantee an interview.

MISSION STATEMENT

Taft College is committed to creating a community of learners by enriching the lives of all students we serve through career technical education, transfer programs, foundational programs, and student support services. Taft College provides an equitable environment defined by applied knowledge leading to students' achievement of their educational goals.

Applicants who are protected under the Americans with Disabilities Act and who, are due to a Disability, require accommodations for completing the application process, testing, (if required for the position), or the interview, should notify the Human Resources Department 10 working days before the accommodation is required.