



OPENING FOR
ASSOCIATE DIRECTOR OF THE CHILDREN'S CENTER
ASI CHILDREN'S CENTER

ANTICIPATED HIRING RANGE: \$55,000 - \$59,000 annually

This is a salaried, exempt, full-time position that is eligible for ASI's rich and comprehensive [benefit](#) package.

POSITION

Under the general direction of the Director of the Cal Poly Pomona Children's Center, the Associate Director of the Children's Center is responsible for administering and managing the day-to-day operations and programs of the Children's Center as assigned in the following responsibilities. In the absence of the Director, the Associate Director will act as the Administrator in Charge. The position requires integrity, respect, flexibility, teamwork and commitment to the Children's Center philosophy, policies and procedures.

ESSENTIAL DUTIES

Supervisory Responsibilities

- Work collaboratively with all Children's Center staff to maintain and improve the quality of the Children's Center program at Cal Poly Pomona
- Assist with the recruitment, orientation and supervision of classroom, office and program support staff including verification of qualifications and licensing requirements
- Supervise and evaluate student employees and Teachers
- Assist in the supervision, coordination, and tracking of student observations, service learning students, student interns, staff and faculty research projects
- Supervise and submit Children's Center payroll in compliance with ASI policy and procedure; track staff attendance and coordinate classroom staffing
- Perform other duties as assigned

Grant Responsibilities

- In coordination with Director provide oversight of all Children's Center grant funds. Responsibilities include monitoring and assisting with the enrollment of new students, eligibility and need verification, file maintenance for all grant funded students, planning and facilitating parent education classes related to grant programs, ensuring that grant reports, including attendance reporting, are completed accurately and in a timely manner and perform other duties required by grant guidelines.
- Perform other duties as assigned

Administrative Responsibilities

- Assist with research and writing for new grants, licensing requirements and National Association for the Education of Young Children accreditation (NAEYC)
- Assist the Director in developing, modifying and implementing Children's Center policies based on program performance or changes in ASI, CPP, CPP Foundation, CSU policies and procedures and applicable state and federal regulations
- Ensure compliance with regulations, standards and reporting requirements related to licensing, accreditation, grant funding and other governing agencies

- Provide oversight of food ordering, preparation and serving in accordance with the Child and Adult Food Care Program (CACFP)
- Coordinate and promote Children's Center programs and events. Collaboration with ASI Marketing, Design and Public Relations and other University entities.
- Manage risk, and maintain health and safety standards
- Track data and provide reports as required by the Director, ASI, the University, granting agencies, licensing and accreditation reporting
- Stay current on legal, ethical and professional issues related to Early Childhood Education
- Perform other duties as assigned

QUALIFICATIONS

- Bachelor degree in Early Childhood Education, Child Development or closely related field, required
- Master's degree in Early Childhood Education, Child Development or closely related field , preferred
- Minimum three years of progressive management and/or supervisory experience, preferred in early childcare facilities.
- Minimum of three years of teaching experience in an Early Childhood or equivalent program, required
- Experience with enrollment and families for grant eligibility, preferred
- Experience with working at an accredited children's center, preferred
- Knowledge of State of California Licensing requirements, including child abuse reporting, health and safety precautions and procedures, and child observation and assessment
- Knowledge of teaching practices incorporating child growth and development theory and developmentally age-appropriate practices
- Ability to communicate clearly and concisely, both orally and in writing
- Ability to exercise diplomacy and maintain sensitive and confidential information
- Ability to operate an office work station, utilizing word processing, spreadsheet and other software
- Self-motivated with a demonstrated ability to show initiative and take an innovated approach to problem-solving
- Ability to work independently and with shifting deadlines and workload
- Demonstrated ability to work with a diverse student population and campus community
- Ability to satisfactorily complete a background check (including a criminal records check)

STATE LICENSING REQUIREMENTS

- Must be at least 18 years of age
- Legal right to work in the United States; proof of residence must be provided
- Good physical and mental health; Prior to hire, a "Health Screening Form" must be completed by qualified medical personnel. This physical examination must have occurred no earlier than three months from date of application for employment. Must include a current Tuberculosis (TB) test with a negative result
- Certification in pediatric CPR/AED; First aid and 15 hours of health and safety training, to be completed within 90 days from the date of employment
- Must meet CA State Licensing Requirements
- Possession of or ability to obtain, an appropriate valid CA driver's license
- Possession of or eligibility for Child Development Director Permit (must qualify for permit without additional classes)
- Submit to and successfully pass a Live Scan criminal records check prior to being hired. Submit Fingerprint Cards and a completed Child Abuse Index Form
- Must provide original copy of transcript of all relevant education
- Must be certified or able to be certified in "Water Safety Today" prior to the start of Kids University summer program
- Must provide California Food Handler Card (CFH) within six (6) months of employment
- Demonstrated ability to work with a diverse student population, and campus community

WORK STANDARD REQUIREMENTS

All Children's Center staff are expected to conduct themselves in a professional manner and be courteous, respectful, attentive and responsive. The Associate Director is expected to be dependable, punctual, flexible and sensitive to the needs of others. The Associate Director must show respect for the individual child and their family, and the cultural and socioeconomic background, sexual orientation and religious preference of families and staff.

PHYSICAL REQUIREMENTS

Must be able to frequently lift a child up to 40 pounds in weight, hear and see a child from a distance of 100 feet. This position requires the following on a daily basis: standing 35%, walking 35%, kneeling 10%, sitting on the floor 15%, and running 5% of the time.

WORKING ENVIRONMENT

Frequently required to sit, talk and hear; manual dexterity, eye-hand coordination and verbal communication; use of office equipment: computer, telephone, calculator, copier, and fax.

POSITION SENSITIVITY

Based on the duties and responsibilities of this position, this position has been designated to be a sensitive position with access to sensitive data.

BACKGROUND CHECK

A background check (including a criminal records check) must be completed satisfactorily before any candidate can be offered a position with Associated Students, Inc., Cal Poly Pomona. Failure to satisfactorily complete the background check may affect the application status of applicants or continued employment of current ASI employees who apply for this position.

APPLICATION PROCEDURE

A cover letter, ASI job application and resume are required. A resume does not replace the information requested on the application form. Applications are available on the [ASI Website](#) and in the Human Resources Department.

Submit resume and application to: Associated Students, Inc.
Human Resources Department
3801 W. Temple Ave., Bldg. 35-1216
Pomona, CA 91768

Phone: (909) 979-5546
E-mail: asihr@cpp.edu

Position open until filled. The provisions of this bulletin do not constitute an expressed or implied contract. Any provision contained in this bulletin may be modified or revoked without notice.

ABOUT ASI

Established in 1963, Associated Students Incorporated (ASI), is a recognized auxiliary organization of Cal Poly Pomona that is led, funded and mainly staffed by students. Guided by the core commitments to the promotion of student development and provision of quality facilities, programs and services, ASI provides for student representation at the campus and system-wide level and offers leadership development through student government, student-led programming, student employment and student involvement in a wide array of programs and services. ASI fully supports the enrichment of student life by providing annual funding support for student clubs and organizations, diversity programs, athletic scholarships and academic support programs.

EOE

ASI is an Equal Opportunity Employer. Please notify the Human Resources Department for reasonable accommodation requests during the selection process

SYSTEMWIDE SMOKE AND TOBACCO FREE ENVIRONMENT EO 1108:

Cal Poly Pomona is a smoke and tobacco-free campus. Please refer to the link below for policy information.
<http://www.calstate.edu/EO/EO-1108.html>

MANDATED REPORTING REQUIREMENT

In compliance with the California Child Abuse and Neglect Reporting Act (CANRA) and the [CSU Executive Order 1083](#), each ASI employee is designated as a mandated reporter and is required to sign an Acknowledgment of Mandated Reporter Status and Legal Duty to Report Child Abuse and Neglect.