

# HILLSBOROUGH COMMUNITY COLLEGE

## CLASS SPECIFICATION

Class Title: Child Development Center Coordinator			BOT Date: Nov. 19, 2003
Level: G	FLSA Status: Ex	Class Code: E0739	Adm. Rev:

### GENERAL DESCRIPTION

Organizes, schedules, coordinates and monitors the program to ensure effective operations of and activities provided by the Child Development Center in compliance with state and federal standards and guidelines.

### KEY RESPONSIBILITIES

### % OF TIME

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1. *	Plans, supervises, and implements the program for child care in accordance with the policies and philosophy of the center.	30%
2. *	Provides quality lab experiences and evaluations for the Early Childhood Program.	20%
3. *	Conducts needs analysis studies; identifies operational discrepancies and confers with team to determine timely resolution of same.	20%
4. *	Makes hiring recommendations; provides training and evaluation of staff. Represents the College and the Center at meetings and conferences of professional organizations appropriate for early childhood education.	10%
5. *	Makes recommendations and assists in the preparation and administration of annual budget for the Center. Coordinates with finance officers and managerial staff to reconcile tuition accounts.	10%
6.	Initiates, cultivates, and maintains professional relationship with customer base, team members, and HCC community.	10%
7.	Performs other similar and related duties as required.	

\* Indicates an "essential" job function.

Class Title: Child Development Center Coordinator	Class Code: E0739	Level: G
<b>KEY JOB REQUIREMENTS</b>		
Education:	Bachelor's Degree	
Experience:	3 to 5 years of related work experience and current Child Care Center Director's credentials.	
Planning:	Four to Twelve Months: Plans events that are expected to occur during the year, and have some effect on the department's annual expenditures, and or revenues.	
Impact on Budget:	Has a strong, but not controlling voice in decisions on the budget; can authorize or recommend expenditures within an approved budget. Actions may have a direct contribution on the methods used to generate revenues.	
Impact of Decisions:	There is moderate responsibility for making recommendations or decisions, which typically affect department, but may at times affect the operation, services, individuals, or activities of others outside department.	
Complexity:	Work is complex and varied and requires the selection and application of technical and detailed guidelines. Problems are not easy to identify, but are similar to those seen before. Moderate analytic ability is needed to gather and interpret data where results/answers can be found after analysis of several facts. Solutions can often be found by using methods chosen before in other situations.	
Decision Making:	Supervision is present to establish and review broad objectives relative to basic position duties or departmental responsibilities. Independent judgment is required to study previously established, often partially relevant guidelines; plan for various interrelated activities; and coordinate such activities within a work unit or while completing a project.	
Problem Solving:	Problems are not easy to identify, but are similar to those seen before. Solving them requires judgment such as setting priorities, evaluating results, or coordinating with others. Solutions can often be found by using methods chosen before in similar situations.	
Communications with Others:	Requires regular internal contacts to carry out programs and to explain non-specialized matters or occasional contacts with officials at higher levels on matters requiring cooperation, explanation, and persuasion. Requires regular contact with outside agencies and the general public, supplying or seeking information on specialized matters.	
Supervision of Others:	Responsible for making recommendations within a department in the areas of compensation, staff selection, disciplinary action, complaints, staff performance appraisal, and similar supervisory duties. Plans, assigns, and evaluates the work of subordinates for effective operation and results of the unit.	
Job-Related Knowledge:	The professional theory and practice of the level above, but applied at the advanced level of a "seasoned" professional. Requires extensive knowledge of their professional discipline and a working knowledge of related fields. Understands information in several unrelated professional disciplines.	
Innovation/Creativity:	Work requires using original and creative thinking to develop new, moderately complex results. The results generally impact several work groups, a large project or an extended customer base.	
Working Conditions/Physical Effort:	Office, library, computer room; occasional sitting at a desk or table; intermittent sitting, standing, stooping; occasional bending, crouching, stooping, and lifting 25 lbs. or less.	