

Child Care Center Coordinator

University of California, Los Angeles
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Class Specifications - A.20
Child Care Center Coordinator - 4101

CLASS CONCEPT

Under direction, Child Care Center Coordinators direct the operation of a campus child care center and perform other related duties as required.

Incumbents plan, organize, and direct developmental programs and activities for children, in-service training programs for paid staff and volunteers, and financial and record-keeping activities; implement policies and procedures relating to the care, training and development of children and the training and assigning of personnel; and supervise the maintenance of the physical facilities.

As a guide to the scope of supervisory responsibilities Child Care Center Coordinators direct the work of 6 or more full-time-equivalent employees, typically providing care and training for 75 or more children.

MINIMUM QUALIFICATIONS

Possession of a California State Permit for Director of a Children's Center and three years of experience in child care center work, including one year as a director; or an equivalent combination of education and experience; and skills, knowledges, and abilities essential to the successful performance of the duties assigned to the position.