

# San Diego Community College District

## CLASSIFICATION DESCRIPTION

**Page:** 1 of 3  
**Job Code:** J1990  
**Original Date:** 04/2024  
**Last Revision:** 04/2024  
**Staff Type:** Classified  
**FLSA status:** Non-Exempt  
**Salary Range:** 34

**Title:** Districtwide Childcare Compliance Official

**Unit:** Office Technical

### **DEFINITION:**

Under the direction of an assigned manager or supervisor and in coordination with the District Educational Services, assist in providing strategic direction for the State and Federal funded Childcare programs missions and goals and ensure the adherence to laws, regulations, and other compliance requirements for the District. Incumbents are designated as the Program Director for districtwide Child Development Center State contracts.

### **DISTINGUISHING CHARACTERISTICS**

The Districtwide Child Development Center Compliance Official is experienced in applying professional principles to develop an understanding of differing and variable situations. Problem solving involves consideration of diversified procedures and precedents, consistent with current policies and the complexity of CDE and CDSS childcare grant, contract, and program issues, risks, federal, State, and local rules, regulations, and compliance requirements. The incumbent must have the ability to work collaboratively and to influence those with whom no formal hierarchical relationship exists. Provide guidance to all district campuses Child Development Center Learning Laboratory functions in the delivery of State and/or federal Childcare.

### **EXAMPLES OF DUTIES**

1. Promote Child Development Center awareness; provide advice, information, and instruction on Child Development Center issues; design, update, coordinate, and modify Child Development Center state and federal contract implementation guidance and tools, collaborating on specific program and administrative needs. Provide guidance to all district campus Child Development Center functions in the delivery of State and federal childcare.
2. Monitor and ensure safe and consistent practices and compliance with Child Development Center state and federal program policies and procedures, communication, and follow-through; coordinate with Child Development Centers, programs, and operations; oversee the child development center infant, toddler, preschool, and food programs for the District.
3. Coordinate and lead various teams to implement Child Development Center policies and goals. Chair regular meetings of campus Child Development Center positions and leadership. Conduct monthly compliance related site visits at each Center.
4. Review, analyze, audit, investigate, and report incidents, injuries, and hazards related to compliance requirements of child development center state and/or federal infant, toddler, pre-school, and food programs; coordinate control measures with the Child Development Center Directors. Investigate findings and coordinate corrective action.
5. Serve as the designated District program director for District state and/or federal infant, toddler, pre-school, and food program contracts. Create, organize, and maintain all regulatory documentation per county, State, and federal regulations; utilize and maintain required systems; lead the coordination and completion of all monthly, quarterly, and annual reporting requirements; design and prepare presentations, correspondence, databases, spreadsheets, newsletters, information notices and reports, website materials, and other modes of delivery.
6. Assist in the development, update, compliance, and maintenance of state and/or federal infant, toddler, pre-school, and food program compliance strategies and districtwide child development center procedures; make recommendations for noncompliance mitigation and process improvements.

7. Create state and/or federal infant, toddler, pre-school, and food program tools, resources, and training programs; create program materials and handbooks; update district website with required handbooks and Child Development Center information; train child development staff on state and/or federal infant, toddler, pre-school, and food rules, regulations, policies, and procedures. Maintain training records for compliance.
8. Develop, maintain, and conduct routine state and/or federal infant, toddler, pre-school, and food program compliance inspections and inspection checklists in collaboration with Child Development Center staff, directors, and administrative leaders or their designees; coordinate and recommend corrective action to noncompliance conditions and issues.
9. Monitor and assist with budget development for related areas.
10. Conduct and attend meetings, including but not limited to the Districtwide Child Development Center All Deans and Directors Meetings, the Child Development Districtwide Industry Advisory Committee; coordinator regular Districtwide Center Director Meetings; attend Districtwide Child Development Center Staff Meetings.
11. Perform technical research and special studies.
12. Perform other related duties as assigned.

### **DESIRABLE QUALIFICATIONS**

#### Knowledge:

- Applicable California Education Code provisions and Title V and Title 22 requirements for childcare programs and centers.
- Budget preparation and expenditure control.
- California Community College organization, operations, policies, and objectives.
- County, State, and federal child development center regulations and reporting systems.
- Development and deployment of training materials utilizing current methods.
- District organization, operations, mission, strategic objectives, policies, procedures, and rules.
- Effective communication methods, techniques, and modes with diverse stakeholders.
- Effective, efficient, and equitable professional and service-oriented office operations, procedures, and practices.
- Effective information and record management methods.
- Effective program operations within a diverse educational and professional environment.
- English usage, grammar, spelling, punctuation, and vocabulary.
- Modern office practices, procedures, equipment, systems, and applications.
- Principles and practices for effective, efficient, and equitable childcare program operations.
- Practices and principles of childcare, early childhood education, and child development.
- Risk management practices and policies.
- State and/or federal childcare program requirements (CSPP, CCTR, and CACFP), governing regulations, audit, and compliance requirements specific to child development centers in California.
- Software applications, computer systems, and other technology resources used in the administration of the child development center.
- Theories and practices of early childhood education, child development, and child behavior and child behavior, and State and federal laws, rules, and regulations pertaining to child development center programming.

#### Skills and Abilities:

- Analyze problems and take corrective action in a professional manner.
- Communicate clearly and effectively both orally and in writing.
- Coordinate projects, goals, and work assignments.
- Create and manage investigation and inspection programs.
- Develop standards for state and funded childcare program processes.

Establish and maintain effective working relationships with others.  
Evaluate state and/or federal infant, toddler, pre-school, and food program (including: CSPP, CCTR, and CACFP) reports. Interpret and apply procedures, requirements, and regulations.  
Maintain records and prepare reports.  
Work collaboratively and influence those with whom no formal hierarchical relationship exists.  
Work independently and set priorities.

License

Valid California Driver's License  
Childcare Program Director Permit

Training and Experience:

Any combination of training and experience equivalent to: a bachelor's degree from an accredited institution in child development, early childhood education, human development, or a related field with at least 24 units of early childhood education or child development, at least one program/curriculum course, six units in administration, and two units in adult supervision; two years of experience in teaching in a child care setting; four years of experience supervising adults in a child care setting; and two years' of experience as an administrator in a licensed child care center.

Demonstrated cultural competency, sensitivity to, and understanding of the diverse academic, socioeconomic, cultural, disability, gender, and ethnic backgrounds of community college students and staff.

**WORKING CONDITIONS**

Physical Requirements:

Category III.

Environment:

Inside and outside. Will include travel from site to site throughout the San Diego Community College District.