



Position Title: Director, Pre-School Laboratory
Reports To: Department Chair
Department: Early Childhood Education, School of Education
Prepared By/Date: Donna French/06-10-2011
Approved By/Date: Susan Neimand/06-13-2011
Revised:

Job Code: 0146
Job Group: PEC
Salary Grade: 16
FLSA Status: Exempt

Summary:

This position supervises the day-to-day operation of the facility including staff and volunteers. Manages the budget of the school and assures compliance with federal, state, and local regulations.

Essential Duties and Responsibilities:

- Manages the budget (\$750K +) of the Lab school to ensure fiscal responsibility
- Sets priorities for center and classroom expenditures
- Hires, supervises (35-45 employees) and evaluates staff
- Conducts on-site professional development for staff, student and volunteer training, observation, supervision, and evaluation
- Establishes career ladder guidelines for professional development
- Establishes guidelines and procedures for staff, parents, student and volunteer orientation
- Supports appropriate curriculum development in all classrooms
- Assesses children and makes referrals as appropriate
- Plans and conducts parent meetings
- Works with staff to order educational materials, equipment and supplies
- Conducts orientation for new staff; parents, students, and volunteers
- Teaches effective parenting classes
- Assists in the development of grant proposals
- Assists in the development and delivery of conferences, seminars, workshops
- Provides support to Early Childhood Education student interns
- Assists in the preparation of programmatic reports
- Attends Academic Council Meetings and Managers Meeting
- Participates in North Campus events
- Reports as the MOD (Manager on Duty) for North Campus as assigned
- Performs other duties as assigned

Knowledge, Skills and Abilities:

- Ability to meet deadlines for the state subsidy programs
- Ability to comply with state licensing requirements and the accrediting agencies
- Knowledge of College-wide and Campus policies and procedures
- Strong communication and organizational skills
- Ability to understand and manage complexities of a preschool program
- Ability to establish and maintain good interpersonal relationships with parents and caregivers, children and staff
- Ability to travel between Campuses and events as needed
- Ability to work in a multi-ethnic and multi-cultural environment with students, faculty and staff

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

While performing the duties of this job, the noise level in the work environment is usually moderate.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and reach with hands and arms. The employee is regularly required to use hands to finger, handle, or feel objects, tools, or controls; talk or hear; and stand and walk. Must be physically fit in order to meet the rigorous demands of visiting classroom and physically interacting with children.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Essential Personnel:

Non-essential

Minimum Requirements:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

- Master’s degree in Early Childhood Education or related field and three (3) years of related experience; or Bachelor’s degree in Early Childhood Education or related field and seven (7) years of related experience
- Completion of Department of Children and Families 45 hour training
- Child Development Associate CDA or Equivalency credential
- Completion of the State of Florida Department of Children and Families Early Care and Education Director’s Credential

ACKNOWLEDGEMENT

I have read and acknowledge receipt of a copy of my job description.

Signature

Date

Printed Name