



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

Job Code: 0757
Job Group: PEC
Salary Grade: 15
FLSA Status: Exempt

Summary:

This position is responsible for managing the records, fiscal resources, and securing additional funding through grants. Supports the Pre-School Lab Director and serves in his/her place during absence. Also serves as a lead teacher who assists other teachers in planning and implementing curriculum for their classrooms.

Essential Duties and Responsibilities:

- Assures compliance with all Federal, State, and local laws and regulations for preschools and staff requirements
- Maintains all fiscal and attendance records
- Follows up with collections
- Maintains all contract applications/ renewals/ documentation
- Assists with recruitment and enrollment
- Monitors the educational and fiscal components of the center and makes recommendations to the Lab Director
- Meets with the lab Director on a regular basis to plan, coordinate and assist in evaluating classroom staff
- Interacts with teaching teams in the classroom to evaluate educational activities and demonstrate teaching techniques
- Supports and assists teachers with planning and implementation of curriculum activities based on the developmental levels of each child in the classroom (emphasis on science, mathematics and technology)
- Maintains in-service training records for teaching staff and arranges professional development training sessions
- Reviews weekly lesson plans and provides feedback
- Coordinates the planning of field trips with the teaching staff
- Prepares financial, staffing, equipment, and facilities reports
- Writes grant proposals
- Maintains inventory of educational materials, equipment and supplies
- Monitors compliance with all accrediting agencies and MDC policies and the writing of required accreditation documents
- Attends required trainings, workshops and conferences
- Assists in supervision of staff, work-study students and Early Childhood Education field experience students
- Performs other duties as assigned

Knowledge, Skills and Abilities:

- Knowledge of Child growth and Development
- Knowledge of the local licensing regulatory requirements for Child Care facilities
- Knowledge of the program curriculum and learning activities
- Knowledge of record, reports and forms required in early childhood educational programs
- Knowledge of established child care practices

- Ability to teach and interact with preschool children
- Possess excellent communication skills
- Ability to work well as a team player
- Ability to assist in the implementation of lesson plans and classroom activities for young children
- Ability to prepare records, forms and reports
- Able to work a flexible schedule to include evening and weekends
- Ability to work in a multi-ethnic and multi-cultural work environment

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 quiet.

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 stand and reach with hands and arms. The employee is regularly required to use hands to finger, handle, or feel objects, tools, or controls; and talk or hear. The employee is occasionally required to walk and sit.

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

The Assistant Director has to be physically fit in order to meet the rigorous demands of visiting classrooms and interacting with children. The Assistant Director has to be very mobile.

Essential Personnel:

Non-essential

Minimum Requirements:

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

- Bachelor's degree in Early Childhood Education or a related field, with six (6) years of related experience
- Completion of Department of Children and Families Florida Child Care Professional Certificate
- Successful completion of background check

ACKNOWLEDGEMENT

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

Signature

Date

Printed Name