POSITION ANNOUNCEMENT

TITLE: DIRECTOR CHILDREN'S CENTER
DEPT: AUXILIARY SERVICES

REG ☑ TEMP ☐ FULL TIME ☑ PART TIME ☐

STARTING RATE or SALARY RANGE: $37,385 - $46,732

Employees being promoted to a higher classified position receive the minimum for the position or a pay rate adjustment of 8% whichever is greater.

JOB DUTIES:
Develop, plan, and direct a comprehensive developmentally appropriate Early Childhood Program: Takes an active role in the day to day activities and operations of the program. Implements Children's Center objectives and policies listed in the New Mexico Tech Children's Center Family Handbook. Monitors and evaluates program effectiveness. Implements the New Mexico Tech Children's Center Personnel Policies and Procedures to ensure a safe and healthy environment. Maintains all records pertinent to administration of the Children's Center for State Inspections. Serves as liaison between teachers, families, and the college community for information, referrals, and problem resolution. Supervision of Children's Center Staff: Designs, establishes, and maintains an organizational structure and staffing to effectively accomplish the department's goals and objectives. Maintains State of New Mexico Childcare Licensing Bureau mandated adult to child ratio in all programs at all times. Recruits, employs, trains, supervises and evaluates departmental staff. Maintains all pertinent staff records for State inspections. Prepares and manages Children's Center Budget: Develops and manages annual budget(s) for the unit and performs periodic cost and productivity analysis. Plans and develops strategies for generating resources and/or revenues for the department (e.g. Grants and State funding). Actively markets and promotes the Children's Center as needed to generate revenues. Directs and approves all purchases for the Children's Center. Responsible for accounts receivable. Monitors and collects on past due accounts. Establishes and implements short and long range goals: Assists teachers as needed to obtain or retain a Child Development Associate credential. Develops and strengthens community partnerships. Oversees Participation in the Child and Adult Care Food Program (USDA): Orders necessary supplies for meals, including food items. Trains, and supervises staff on food program requirements. Prepares monthly reimbursement forms required to receive payments according to CACFP guidelines. Maintains all forms required for program such as menus, daily meal count sheets, grocery receipts, IEAs and attendance sheets. Organize training for staff and community child care providers. Other duties as needed/assigned.

REQUIRED QUALIFICATIONS:
Bachelor's degree required in Early Childhood Education or related field or Bachelor’s degree any field with a CDA. Two (2) years supervisory experience preferred. Knowledge of child growth and development required. Knowledge of NAEYC Developmentally Appropriate Practices required. Organizational, planning analytical and problem-solving skills required. Exceptional personal presentation and interpersonal skills required. Ability to develop, plan, and implement short and long-range goals required. Ability to foster a cooperative work environment required. Employee development and performance management skills desired. Ability to provide a supportive and caring environment for children required. Counseling and behavior management skills desired. Complete CPR and First Aid Certification within three months of hire. Must submit finger prints for criminal records check within five days of hire. Director's credentials must be submitted to and accepted by CYFD Child Care Licensing Bureau for position to be awarded. Current valid New Mexico driver's license or ability to obtain New Mexico driver's license.

Apply to: New Mexico Tech, Human Resources 801 Leroy Pl. Brown Hall Box 003, Socorro, NM 87801-4796