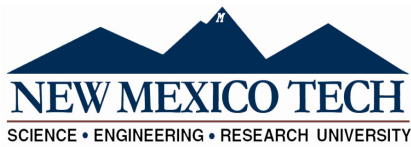


Posted: July 31, 2025



POSITION ANNOUNCEMENT

TITLE: DIRECTOR, MACEY CHILDREN'S CENTER

DEPT: CHILDREN'S CENTER

REG ☒

TEMP ☐

FULL TIME ☒

PART TIME ☐

STARTING RATE or SALARY RANGE \$75,000 - \$80,000

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

All regular positions also entitle the employee to several benefits including health, dental, vision, life insurance, and retirement which is largely paid by New Mexico Tech for the employee and dependents.

INTERNAL POSTING THROUGH: 08/12/2025*

CONSIDERATION WILL BE GIVEN FIRST TO TEMPORARY AND REGULAR TECH EMPLOYEES WHO APPLY WITHIN THE 7 DAY INTERNAL POSTING. APPLICATIONS RECEIVED AFTER THE 7 DAY POSTING MARGIN WILL BE CONSIDERED WITH OTHER OUTSIDE APPLICANTS.

JOB SUMMARY:

The Director serves as the key contact for Center parents, staff and other stakeholders. The Director is responsible for fostering a welcoming, healthy and supportive learning environment for children and their parents/guardians, along with modeling and reinforcing a high performing culture where staff can excel in their work. The incumbent will have a clear understanding of licensing guidelines, university policies and procedures and is directly responsible for Center health/safety compliance and risk management. The Center Director will be instrumental in identifying grant opportunities; identifying support for the Center, it's children and their parents/guardians.

JOB FUNCTIONS:

Curriculum Development and Administration

- Research short term and long term goals and objectives for the creative curriculum
- Discuss course planning around goals and objectives with the teaching team
- Assist with lesson plan development
- Establish benchmark dates for assessment and possible modification
- Share curriculum with parents/guardians and teach them how to apply concepts at home to encourage additional growth outside of the Center

Personnel Management/Professional Development

- Supervises Center staff on daily basis to meet Center goals and objectives.
- Ensures adequate staff coverage including managing morning sub-line, anticipated & unanticipated staff absences or shift changes, and preparation of daily staffing sheets.
- Provides coverage in rooms when needed.
- Manages staff communications including team and Center meetings to foster staff engagement and high quality work
- Works closely with Administrative Specialist to hire, onboard and train center staff, including student assistants & classroom assistants; as direct supervisor, provides effective performance coaching and feedback and conducts probationary and annual evaluations.
- Oversees staffs completion and filings per regulations and best practices.
- Identifies staff development needs and plans relevant trainings.

Administration, Center Record Keeping and Budget Management

- Ensures data collection and record keeping is conducted in accordance with local, state and federal requirements such as Child Care Food Program, NM Pre-K, Title V and National Association for the Education of Young Children (NAEYC).
- Ensures all child files up-to-date and oversees appropriate confidentiality and protection of any trigger data.
- Ensures student/parents/staff rosters for Center are regularly reviewed and updated.
- Ensures all injury reports, meal counts, sign-in sheets, and intake forms per licensing and policy requirements are appropriately maintained and escalates any safety or compliance issues in a timely and appropriate manner.
- Conducts teacher evaluations and related performance documents
- Submits Center time reporting to ensure accuracy and deadlines are met.
- Ascertains and stays within budget as provided by Auxiliary Services and completes and retains all budget and reimbursement paperwork per policy and good stewardship practices.
- In consultation with administrative specialist, maintains sufficient inventory of equipment and supplies for efficient operation and daily activities and orders/reorders as necessary within appropriate guidelines.

Parent/School/Community Relations

- Communicates in a timely manner with interested families. Maintains communication plan with Center families and campus community.
- Works with administrative specialist to schedule Center tours and pre-enrollment meetings.
- Upon enrollment, welcomes parents and provides a supportive environment.
- Develops effective relationships with Center families to assess and provide individual family support, communication and problem resolution.
- Is readily available to meet with parents regarding all aspects of their child's program and care.
- Fosters parent/family involvement and volunteer activities, including facilitating parent meetings to support the Center.
- Is appropriately clear and firm, yet flexible regarding program requirements of families balancing good customer service with good University stewardship and risk management.

Health/Safety and Facility Management and Access

- Maintains clear understanding of all current licensing regulations and requirements.
- Trains staff on licensing regulations and enforces compliance as necessary.
- Communicates with parents regarding Center licensing issues.
- Is available to licensing representatives during scheduled and unscheduled visits, or assigns director qualified staff in absence.
- Develops action plan to address any licensing or emerging health and safety concerns and reviews with Auxiliary Services before implementing.
- On daily basis, walks through and reviews Center facility, classrooms, equipment, supplies, storage areas, and grounds to identify safety, cleanliness, and items needing repair or replacement and addresses or escalates as appropriate.
- Assists with management of parent/guardian access to the Center

Research, Apply for and Administer Grants

- Actively researches program and grant opportunities on a weekly basis
- Develops a list of criteria often used for grant submissions
- Obtains general university information for ease of submission
- Works with the university grant writer and restricted funds department for submission and grant award requirements
- Maintains monthly records of grant usage; providing an update to Auxiliary Services

REQUIRED QUALIFICATIONS:

Bachelors of Education with concentration in Child Development, Early Childhood or Elementary Education. Requires proficient desktop support and enabling technology skills (e.g. using smart phone apps, digital

cameras, and various computer application to enhance and organize work flow, write reports, track absenteeism, create staff rosters, email lists, parent newsletters, etc.

Advanced interpersonal skills, service orientation, ability to multi-task effectively in a varied, challenging environment, judgment and decision-making reasoning, ability to develop original ideas to resolve problems, and highly effective verbal and written communication skills. Understanding of child care center operations. Working knowledge of early childhood education as well as related policy and regulatory compliance. Must be able to provide proof for vaccination against COVID-19 including boosters. First Aid and CPR certification for children. Must be able to maintain Child Development Associate (CDA). Must be up to date on measles and pertussis vaccinations. Must be familiar with NM mandatory reporting requirements. Must complete blood borne pathogen training upon hire, renewed annually.

DESIRED QUALIFICATIONS:

Masters of Education (M. Ed) or Masters in Business Administration

LIFTING REQUIREMENTS:

(f)requently, (o)ccasionally, or (s)eldom

0 - 15 pounds	F
15 - 30 pounds	F
30 - 50 pounds	O
50 - 100 pounds	S
100 + pounds	S

PHYSICAL DEMANDS:

Standing 20%	Sitting 15%	Walking 20%	Pulling 5%
Pushing 5%	Lifting 10%	Stooping 5%	Kneeling 5%
Crawling 5%	Climbing 5%	Reaching 5%	Other

Apply to: nmtjobapps@npe.nmt.edu