

Sul Ross State University

Position Description

Official Title: Sul Ross Child Care & Family Support Center Director
Salary Group: 10

Job Code: 3340

Summary

Function: Administration responsibilities include the operation, maintenance, and supervision of the Early Childhood Development Center staff and patrons. In addition, the director is in charge of locating and acquiring grant funding and other revenue sources.

Scope: Position is a 12-month, full-time position that will be dependent on enrollment and revenue.

Duties

Essential: Accountable for the compliance of the CC & FSC concerning local, state and federal regulations and standards (licensing inspections and official reports), budgetary management, necessary documentation for effective scheduling, and release of staff, and with operation of staff in-services for classroom training (First Aid, CPR, effective classroom techniques and approaches). Other duties include establishing a working rapport with cooperative agencies (Child Services) and organizations (SRSU, Alpine ISD) to provide benefits and resolve difficulties, working with the CC & FSC staff to achieve goals, meeting with parents to resolve problems or discuss progress, and the general administrative imperative to provide quality service. Responsible for personal safety and the safety of others; must exercise due caution and practice safe work habits at all times.

Non-Essential:

Supervision

Received: Reports directly to Vice President for Enrollment Management and Student Services.

Given: CC & FSC staff.

Education

Required: Bachelor's degree, with an academic concentration in education or related field.

Preferred: Master's degree in Early Childhood Development or related field.

Experience

Required: Two years childcare experience in a teaching and/or administrative capacity.

Preferred:

Equipment/Skills

Required: Working knowledge of Texas Department of Regulatory and Protective Services, Child Care Services, and other governmental agencies; able to communicate, written and orally, with others effectively; familiarity with monetary matters and budgetary methods; ability to operate a PC with skills related to software applications including spreadsheet and the Internet; a willingness to learn University policies and procedures; ability to remain calm and clear-minded under stressful conditions.

Preferred: Willingness to work beyond normally scheduled hours; creative problem solving skills.

Working Conditions

Usual: Exempt from overtime provisions. Position is Security Sensitive.

Special:

Any qualifications to be considered in lieu of stated minimums require the prior approval of the Human Resources Director.

Date revised: February, 2006