Florida Agricultural and Mechanical University

ADMINISTRATIVE & PROFESSIONAL

POSITION DESCRIPTION

1. Division: Student Affairs

2. Transaction Type: [X] Establishment   [ ] Reclassification   [ ] Transfer

3. Position Number: 20068

4. School/College/Department
   Ed Research Center for Child Dev

5. Department Number: 604480

6. Effective Date: (Personnel Use Only)

7. Section:

8. FTE: 1.0

9. Budget Entity:

10. Pay Plan: 12 months A & P

11. Subsection:

12. Class Code:

13. City Tallahassee

14. County Leon

15. Class Code: 9329

16. Class Title: Director Child Development Center

16B. Marginal Functions of the Job

Facilitate provisions of other support services within and outside of the university such as financial aid, scholarships, subsidized care community resources and referral agencies.

Supervise interns, student participants and volunteers.

Establish and maintain a program of public relations to keep the public and university informed of the activities and needs of the center.

Keep abreast of relevant and current research pertaining to Early Childhood Education.

Serve as an Adjunct Professor as needed in the College of Education.

16. STATEMENT OF FUNCTION. Describe in detail the specific duties and responsibilities assigned this position. Attach additional sheets, if necessary, to properly describe the position.

Essential Functions: This position serves under the working title of Director of the New Beginnings Educational Research Center for Child Development (NB-ERCCD) and reports to the Associate Vice President for Student Affairs. The Director of NB-ERCCD is responsible for all aspects of the development, operation, and administration of the ERCCD, the coordination of student interns, research faculty, and graduate students. The Director is also responsible for budget, and maintaining compliance with state and local licensing requirements, and all policies and procedures established by the Board of Governors, and Florida A & M University’s Board of Trustees. Responsibilities include but are not limited to the following essential functions:

- Assume primary responsibility for the health, safety and well being of children enrolled in the NB-ERCCD.
- Provide the leadership to oversee, coordinate, and manage the total operation of the ERCCD including its programs, staff, curriculum, and physical environment.
- Develop and direct the implementation of Internal Office Memorandums (IOM’s) affecting the center, its staff and families. The IOM’s will include administrative procedures, parent and staff handbooks.
- Establish a Board of Advisors (BOA).
- Seek the approval of the Vice President for Student Affairs, The BOA and the University’s Attorney concerning the implementation of policies and procedures.
- Revise IOM’s annually.
- Inform the BOA of matters affecting the center as deemed necessary.
- Assume responsibility for the overall financial planning and the preparation of the annual budget and dispensation of funds.
- Act as purchasing agent for the center and establish procedures for the purchase of materials, equipment and supplies.
- Collect and properly account for all user fees.
- Plan staff development activities to insure consistency of approach in current childcare practices, curricula implementation and professional growth.
- Acquire resources and funding for staff to attend local, state, regional, and national professional conferences.
- Collaborate with academic departments to initiate research projects and proposals.
- Attend and participate in professional development conferences through facilitation and presentations.
- Maintain membership in professional organizations.
- Identify and secure additional resources and funding opportunities to support the provision of program services to include grants, subsidized funding, collaborative projects, co-sponsorships, donations, and participation in research projects.
- Monitor and record the retention and graduation rate of student/parents that utilize the center for child care services.
- Track the academic and social progress of children that complete the NB-ERRCD program.
- Provide research opportunities, for faculty and graduate students.
- Provide distinctive quality undergraduate educational experiences for students from various academic departments.
- Maintain accreditation status through ongoing program evaluation.
- Provide guidance and direction for new staff and serve as a mentor.
- Evaluates staff and provides remediation plans as necessary.
16C. Program Direction and Development -
Develop “Parent Power” Workshops and training programs for New Beginnings’ families and staff focused on parenting, child rearing practices, child development, customer service, diversity, and preparing children for kindergarten. Work collaboratively with the College of Education, School of Nursing, School of Psychology and The Counseling Center to conduct workshops, presentations and training programs that support the centers functions and services. Serve as a resource to academic departments and as a liaison to local schools in transitioning students from pre-school to kindergarten. Promote the center as a model pre-school program to students, faculty, staff and the community.

16D. Level of Public Contact (statement of internal and external business contact, including frequency and scope) –
Work frequently with the College of Education, Admissions, and Counseling Center, Financial Aid, Student Support Services, and campus organizations to facilitate access of services by student constituencies.

17. POLICY MAKING INTERPRATION: Develop policies and procedures for areas of responsibility and interpret as necessary to ensure compliance, appropriate management of services and resources, and problem resolution. Effectively interpret state and local policies and standards governing the operation of early child care programs.

18. SUPERVISOR’S POSITION: Number: 18840 Class Code: 9424 Class Title: Associate Vice President, Student Affairs

19. SUBORDINATE UNITS: (State organizational units under your direct supervision. Include class titles and position numbers of positions directly supervised. Evaluates staff and provides remediation plans as necessary

Supervise: Assistant Director #20066, Office Manager #20417, Instructional Specialist #20140, Child Care Group Leaders (4) #20141, #20064, #20065, #20247, Kitchen Technician #20151, OPS Staff (7), Work-Study, Practicum Students, Community Volunteers.

20. MONETARY RESPONSIBILITY: Current budget for which this position is accountable. Responsible for establishing affordable childcare rates that support center operations and for implementing accounting and collection procedures that preclude collusion.

21. STATEMENT OF RESPONSIBILITY FOR CONFIDENTIAL DATA (The disclosure of which would be prejudicial to the successful operation of the University.)
Will have access to confidential data regarding staff, parents, and children subject to numerous institutional, state, and federal statues, rules, and policies. Will exercise appropriate caution in use of information. In addition, will provide guidance and leadership to subordinate staff regarding the importance of maintaining confidentiality agreement.

22. KNOWLEDGE/SKILLS/ABILITIES:
Substantial knowledge of child growth and development, research and developmentally appropriate early childhood practices. Demonstrated ability to work effectively with children and families. Effective presentation and communication skills. Demonstrated commitment to professional development. Demonstrated ability to initiate, implement and coordinate projects/programs and services, supervise professional staff and student employees, and work in a team based environment. Sufficient computer skills to effectively conduct electronically based business, communication, record keeping and utilization of resources.

22A. Education/Training/Experience - In order of importance, state any specific education, training and experience and knowledge, skills and abilities required for this position. Note that these requirements must be related to the essential functions and at least equal to the minimum qualifications stated on the official class specification.
**Specialized Minimum Qualifications**: Master’s Degree in Early Childhood Education, Elementary Education, Child Development or Child Psychology. A minimum of 3 years work related experience and the required 55 hours of Department of Children and Families (DCF) required training, CPR and First Aide Certification.

**Preferred Qualifications**: Doctorate Degree in Early Childhood Education, Elementary Education, or Child Development. Minimum of 2 years work related experience in administration and management of early childhood programs and a minimum of 3 years working directly with young children.

23. REQUIRED LICENSES/CERTIFICATIONS/OTHER SPECIFIC REQUIREMENTS OF LAW:

Please review statements below check all that apply.

- [X] This position requires a background check and/or fingerprinting. Florida Statutes.
- [X] This position requires a childcare provider security check as required under Sections 402.305 and 402.3055, Florida Statutes.
- [X] This position is responsible for meeting the requirements of Section 215.422, Florida Statutes, as amended regarding the approval and/or processing of vendors’ invoices and/or distribution of warrants to vendors.
- [X] This position requires a local criminal records check.
- [X] This position requires a notarized affidavit of Good Moral Character.
- [X] This position requires a signed child abuse and neglect statement.

24. SIGNATURES:

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