Florida Agricultural and Mechanical University

ADMINISTRATIVE & PROFESSIONAL

POSITION DESCRIPTION

1. Division: Student Affairs
2. Transaction Type: [ ] Establishment [ X ] Update [ ] Reclassification [ ] Transfer
3. Position Number: 20066
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: PRES
13. City Tallahassee
14. County Leon
15. Class Code: NEW 9375
16. Class Title: Assistant Director, Student Affairs

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 Assistant Director for the New Beginnings Educational Research Center for Child Development and Reports to the Director.

- Assume responsibility for the health, safety and well being of the children enrolled in the center.
- Assist the Director in the general supervision of staff personnel and management of the center.
- Function for the Director in his/her absence.
- Represent the Director at various staff meetings and other administrative meetings in his/her absence.
- Assist classroom teachers in the preparation, planning and implementation of curriculum goals and objectives by observing and assisting in the classroom a minimum of twice weekly.
- Planning and conducting orientation sessions and training for college work-study students and volunteers.
- Oversight and monitoring of the USDA Food Program to make sure all records are current and accurate. Check monthly reimbursement reports.
- Serve as a resource to teachers for curriculum ideas, teaching techniques, acquisition of materials and supplies.
- Assist teachers in lesson planning. Monitor lesson plans for best practices and to ensure that the Florida State Pre-School Standards are inclusive in daily lessons and activities.
- Teaching responsibilities as assigned by the Director. Serve as a substitute teacher when necessary.
- Assume responsibility for time sheets and certifications.
- Prepare transmittal deposit reports for the university’s accounting office.
- Maintain waiting lists and assume responsibility for enrollment management. Ensure that the center operates at full enrollment capacity in order to meet budget allocations.
- Provide direct supervision for college work-study students, assistants, volunteers and practicum students.
- Monitor the physical environment continuously for health and safety hazards.
- Attend professional development meetings, conferences and workshops.
- Provide input on staff evaluations.

16B. Marginal Functions of the Job

The Assistant Director will serve on university committees as directed by the Director, and attend county policy making workshops and seminars that pertain to childcare standards and early childhood practices.
16C. Program Direction and Development -
- Assist the Director in formulating and recommending operational policies and procedures.
- Assist the Director in planning and conducting staff meetings and workshops.
- Assist the Director in maintaining standards for Accreditation.
- Distribute and compile data from parent and staff assessment surveys, questionnaires and evaluation.
- Assist in other administrative duties as assigned by the Director.

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

17. POLICY MAKING INTERPRETATION: Assist the Director in policy revisions and interpretations of state and local policies and standards governing child care.

18. SUPERVISOR’S POSITION: Number: 20068 Class Code: 9329 Class Title: Director, Research Programs / Services

19. SUBORDINATE UNITS: (State organizational units under your direct supervision. Include class titles and position numbers of positions directly supervised)
Supervise: college work-study students, practicum students and community service volunteers.

20. MONETARY RESPONSIBILITY: Responsible for preparing transmittals for accounting office.

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 statute, rule, 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 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:** Bachelor’s Degree in Early Childhood Education, Elementary Education, Child Development or Child Psychology, 55 hours of required DCF training and a minimum of 3 years work related experience.

An Associate’s of Science Degree in Early Childhood Education and a national Child Development Associate (CDA) Credential, 55 hours of required DCF training and a minimum of 5 years work related experience, CPR and First Aide Certification.

**Preferred Qualifications:** Master’s or Bachelor’s Degree in Early Childhood Education, Elementary Education, Child Development or Child Psychology. A minimum of 3 years work related experience and the 55 hours of required training by the Department of Children and Families (DCF), CPR and First Aide Certification.

### 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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