

Director, Child Development Center
Alcorn State University

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Posted Dec. 18, 2024, set to expire May 10, 2025

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| Job Title | Director, Child Development Center |
| Department | School of Education & Psychology |
| Institution | Alcorn State University Lorman, Mississippi |
| Date Posted | Dec. 18, 2024 |
| Application Deadline | Open until filled |
| Position Start Date | Available immediately |
| Job Categories | Director/Manager |
| Academic Field(s) | Teaching & Learning |
| Job Website | https://jobopps.alcorn.edu/postings/7456 |
| Apply By Email | |
| Job Description | |

Job Summary

The incumbent is responsible for the overall management and operation of the center, ensuring a safe, nurturing, and educational environment for children, staff, and families. Under the general supervision of the Dean, the incumbent supervises, plans, and teaches young children while furthering the student training and research needs of the CDLC.

Knowledge Skills and Abilities

Knowledge of theories, practices, and current trends in the field of Early Childhood Education
Knowledge of Mississippi Regulations Governing Licensing for Child Care Facilities
Knowledge of Early Childhood Education State and National Standards
Knowledge of Accreditation requirements established by the National Association for the Education

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of Young Children; Mississippi laws regarding Mandated reporting; Americans with Disabilities Act
Knowledge of practical and ethical business practices
Knowledge of childcare needs in a diverse community
Excellent communication skills, verbal, written, and interpersonal
Strong mentoring skills
Strong personnel management skills
Strong organizational and time management skills
Emotional maturity
Demonstration of patience, compassion, attitude, and disposition toward working with children and their families
Creativity and innovation
Ability to demonstrate flexibility in receiving assignments or adapting to program changes
Ability to work well with colleagues and foster an environment conducive to teamwork and children's high level of learning

Essential Job Functions

- Provides leadership, organization, and coordination of the on-campus childcare services
- Adheres and establishes relationships with childcare licensing and accrediting agencies; ensures all program offerings comply with local, state, and federal regulations
- Oversees the development and implementation of developmentally appropriate educational objectives and instructional programs, procedures, including social emotional, cognitive and physical services to all children enrolled at the center
- In collaboration with faculty and staff, plans, evaluates, and supervises enrollment activities, teaching, and parent programs
- Develops [proposals and plans for the CDLC's instructional, facilities, and budgetary needs
- Develops and administers the annual budget
- Leads, develops, and coordinates public relations, public information and marketing activities for the center
- Represents and advocates for the CDLC at the University and District levels; participate in local, regional, and national activities, initiatives, and committees
- Structures and maintains a safe, healthy teaching, and working environments
- Reports and investigates accidents and maintain necessary documentation
- Coordinates fundraising efforts for the CDLC; prepares grant applications: ensure compliance with funding sources
- Plans schedules and staff meetings
- Maintains accurate records and documentation of all CDLC activities
- Collects and analyzes data to improve program quality

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- Hires, supervises, directs, and evaluates the teaching and classified staff
- Develops and implements staff training to keep staff apprised of policies and procedures

Qualifications

Master's degree or higher in early childhood education or related discipline

Three (3) years' teaching experience in a childcare environment and supervision

Licensing and Certifications

Hold valid Mississippi Teacher License with Endorsement in PreK-6th

Eligible for Child Development director Permit

First Aid/CPR (may be obtained after employment)

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact