

Director, Child Development Center
Alcorn State University

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

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

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- Knowledge of Early Childhood Education State and National Standards
- Knowledge of Accreditation requirements established by the National Association for the Education 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

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- Plans schedules and staff meetings
- Maintains accurate records and documentation of all CDLC activities
- Collects and analyzes data to improve program quality
- 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