

Assistant Director, Child Development Center

Job Code 50025256

General Description

Assist in the management of the Child Development Center by providing HR and agency compliance to the program.

Examples of Duties

Monitor and maintain classroom enrollment.

Monitor tuition accounts and parent payments.

Serve as CDC HR liaison to initiate and process hiring and separation requirements.

Maintain full and part time staff employment and training records in accordance with Texas State University policy, NAEYC and Texas Child Care licensing regulations.

Track compliance with University and licensing agencies.

Collaborate with CDC administration in the promotion and development of CDC, fundraising efforts, along with community and university outreach.

Acts in absence of Director of Child Development Center.

Perform other duties as assigned.

Knowledge, Skills, and Abilities

Knowledge of: University policies and procedures and Board of Regents rules; faculty and staff rules and regulations; state regulations for child care; Child development; NAEYC accreditation standards and curriculum models

Skill in: Preparing clear, concise, and complete reports; establishing rapport with parents and staff, coordinating effective management of projects; training staff on classroom practice; mediating disputes between staff, students, or families; operating a personal computer and related software.

Ability to: Read and interpret manuals and understand university policy and procedures; perform basic math; delegate responsibilities to others; interpret research & retention documents.

Educational Experience

To qualify for this classification, an individual must possess any combination of experience and education that would likely produce the required knowledge, skills, and abilities.

Other Requirements