Since 1965, we have served more than 3 million students. Dallas County Community College District (DCCCD) is one of the largest community college systems in the state of Texas, which includes seven independently accredited colleges located around the Dallas/Fort Worth area.

POSITION SUMMARY
Primary responsibility for the operation of a childcare facility associated with classroom study of Early Childhood Development, including daily administration, goals and budget development, supervision of personnel, participation in lesson planning for children and meeting the classroom objectives of childcare students.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES
Knowledgeable about childhood development. Able to work in a childcare center including administrative and supervisory responsibilities. Understands and respects the diversity of families’ economic, linguistic and cultural backgrounds and situations.

Advanced knowledge of computer technology to access data, maintain date, generate reports, and communicate with others.

Able to develop and implement an integrated curriculum, including providing experiences that reflect and respect the diverse cultural, racial, and familial structures of the children.

Ability to plan, implement, manage and monitor programs.

Advanced oral and written communication skills to interact with persons from diverse backgrounds including children, parents, students, DCCCD staff and the community. Ability to provide quality customer service to clients.

PHYSICAL REQUIREMENTS
Normal physical job functions performed within a standard office environment. Reasonable accommodations may be made to individuals with physical challenges to perform the essential duties and responsibilities. Occasionally may be required to lift and carry materials weighing up to 50 pounds.

MINIMUM KNOWLEDGE AND EXPERIENCE
Associate’s degree plus five (5) years of experience in educational and/or student services. *** Will be subject to a criminal background check. Some positions may be subject to a fingerprint check. ***
ESSENTIAL DUTIES AND RESPONSIBILITIES

Primary responsibility for the physical well-being and learning objectives for children under the care of the Center Personnel. Develops and monitors Center budget under the guidance of the Instructional Division Chair.

Maintains records necessary to comply with guidelines established by DCCCD and State of Texas. Coordinates Center enrollment. Conducts tours of facilities for parents and community members.

Coordinates communication with parents through formal/informal meetings on physical and mental development of individual children. Interviews parents of prospective participants and provides information about Center rules, regulations and expenses.

Coordinates student participation in classroom activities with instructors. Coordinates snack/meal planning, and supervises personnel in food purchase, preparation, and distribution. Selects, trains, schedules, supervises and evaluates Center staff. Observes, participates and evaluates children’s programs.

Completes required DCCCD Professional Development training hours per academic year. Utilizes excellent communication skills and the ability to interact with diverse internal/external stakeholders and constituents within the DCCCD community network. Provides excellent customer service.

Performs other duties as assigned.

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job and shall not be construed as a declaration of the total of the specific duties and responsibilities of any particular position. Incumbents may be directed to perform job-related tasks other than those specifically presented in this description. Position requires regular and predictable attendance.