

# COLLEGE OF CENTRAL FLORIDA

## JOB DESCRIPTION

JOB TITLE: DIRECTOR – LAB SCHOOL

PAY GRADE: P-4

OVERTIME STATUS: EXEMPT

### MAJOR RESPONSIBILITY:

Be responsible for the overall operation of the college's Lab School. Collaborate with Early Childhood Education personnel to assure alignment of Lab School curriculum, pedagogy and practices with that being taught in the ECE programs. Train and evaluate Lab School instructors regarding curricular content and pedagogical strategies being employed.

At the College of Central Florida, our vision is to be "Your first choice for quality higher education." We aim to accomplish this by providing a caring and exceptional learning environment that fosters the success of our students and community. Candidates considering becoming part of the CF family must be able to embrace and model this philosophy in their day-to-day responsibilities and demonstrate our standards: professional, responsive, informative, dependable and engaged.

### PREREQUISITES FOR POSITION (Qualification Standards):

1. Education or training: Master's degree in Early Childhood Education, Child Development or a closely related field required. Department of Children & Families (DCF) State Director's credential with VPK endorsement preferred at time of hire, but must be acquired within six months of hire. Must pass a Level II criminal background check.
2. Years of experience in the field: Minimum of three years' managing a child care facility or a combination of supervising and teaching in the PK through grade 5 environment required. College teaching experience preferred.
3. Special skills or abilities related to position: Evidence of exhibiting patience and a positive attitude with children, co-workers and parents. Strong management and communication skills. Familiarity with national and state child care center accreditation standards, subsidized child care standards, and Florida DCF rules and regulations. Ability to supervise staff in implementing acceptable Early Childhood Education practices and following the prescribed curriculum.

### ESSENTIAL JOB FUNCTIONS:

1. Manage a Lab School child care facility by establishing goals, policies, procedures and processes that comply with applicable college policies, as well as local, state, and federal laws and accreditation standards.

ESSENTIAL JOB FUNCTIONS (Continued):

2. Prepare an annual budget and operate within the budget guidelines which include preparing quarterly revenue and expenses projections, purchasing equipment and supplies as needed, and following up on clients' billing and payments.
3. Maintain up-to-date, accurate enrollment records.
4. Maintain accurate employee records and schedules, and hire part-time staff when necessary.
5. Work with supervisor to fill full-time vacancies when necessary.
6. Collaborate closely with the ECE personnel to plan and implement appropriate practices and curriculum that are properly aligned with the research and teachings in the ECE degree programs.
7. Work with the ECE liaison on arranging and supervising student practicum experiences and visitations/observations of Lab School activities.
8. Work with the supervisors of Plant Operations and Information Technology to maintain a clean, safe facility and up-to-date technology.
9. Prepare a self-study and establish a strategic plan to implement and maintain the standards established to achieve Florida Department of Education Gold Seal and potentially national accreditation.
10. Plan and implement staff professional development opportunities.
11. Maintain personnel records according to DCF guidelines.
12. Assist with the USDA Food Program in order to meet food grant guidelines. Review menus to ensure a sound nutritional program.
13. Maintain positive parent-school relationships.
14. Teach Early Childhood Education classes as needed.
15. Collaborate with ECE personnel on matters pertaining to early childhood teacher preparation.
16. Maintain detailed calendars, both to record facility activities/staff coverage and for personal work-related activities so as to be accessible to the staff and supervisor.
17. Due to the scope of responsibility of this position and the need for the college to communicate both during the weekday and after regular work hours, the employee must possess a cell phone and provide the number to Human Resources, the immediate supervisor and the Vice President for Administration and Finance.
18. Other duties as assigned.

(These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other job-related marginal duties as required.)

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Acceptable eyesight (with or without correction).
- Acceptable hearing (with or without hearing aid).

PHYSICAL DEMANDS: (Continued)

- Ability to clearly communicate both orally and in writing on a telephone and on a computer for extended periods of time.
- Routinely requires sitting at a desk and viewing a display screen for extended periods of time.
- Ability to access, input, and retrieve information from a computer or other electronic device.
- Routinely requires moderate (up to 40 pounds) lifting and carrying.
- Routinely requires walking, standing, sitting, kneeling, stooping, reaching up, twisting and bending.

ENVIRONMENTAL CONDITIONS:

- Works inside in an office environment. May supervise playground activities.

(Reasonable accommodations will be made for otherwise qualified individuals with a disability.)

PRIMARY LOCATION OF JOB: Building 18, CF Ocala campus

SUPERVISOR OF POSITION: Dean of Teacher Education