

RANGE N04

**JTC NO. T44
FLSA EXEMPT N**

**DALLAS COUNTY COMMUNITY COLLEGE DISTRICT
JOB DESCRIPTION**

JOB TITLE: COORDINATOR, PARENT/CHILD STUDY CENTER

DATE PREPARED: FALL 1984

DATE REVISED: SPRING 1991; SUMMER 1995; FALL 2005; SPRING 2007;
SUMMER 2012; SPRING 2015; FALL 2016; SPRING 2017

GENERAL SUMMARY:

Primary responsibility for the operation of a child care 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.

PRINCIPAL DUTIES AND RESPONSIBILITIES:

- Primary responsibility for the physical well-being and learning objectives for children under the care of the Center Personnel.
- Selects, trains, schedules, supervises and evaluates Center staff.
- Observes, participates and evaluates children's programs.
- Coordinates communication with parents through formal/informal meetings on physical and mental development of individual children.
- 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. Interviews parents of prospective participants and provides information about Center rules, regulations and expenses. Conducts tours of facilities for parents and community members.
- Coordinates student participation in classroom activities with instructors.
- Coordinates snack/meal planning, and supervises personnel in food purchase, preparation, and distribution.
- Performs other duties as required.

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REPORTING RELATIONSHIP:

First level supervisor is an Instructional Dean/Division Chair; second level supervisor is the Vice President of Instruction.

PHYSICAL EFFORT REQUIREMENTS:

Occasionally required to lift and carry children and/or equipment weighing up to 50 pounds.

MINIMUM EDUCATIONAL/SKILL REQUIREMENTS:

Bachelor's degree plus three years of experience working in a childcare center including administrative and supervisory responsibilities or Associate's degree plus five years of experience working in a childcare center including administrative and supervisory responsibilities. Advanced knowledge of computer technology to access data, maintain data, generate reports, and communicate with others. Advanced oral and written communication skills to interact with persons from diverse backgrounds including children, parents, students, DCCCD staff and the community. The ability to provide quality customer service. Official transcript will be required. *** Will be subject to a criminal background check. Some positions may be subject to a fingerprint check. ***

revised: 09/01/05 – rje; cep
revised: 03/12/07 – adhoc;cep
revised: 02/2010 rrg
revised: 08/2012 – emm
revised: 04/2015 – emm
revised: 12/2016 – emm
FLSA: 01/2017 - emm
ADA/tmm 2.9.19