

Colorado Mountain College

Position Description

Title: Campus Director of Childhood Initiatives
FLSA Classification: Exempt
Hiring Salary Range: \$54,560 - \$60,031

Primary Responsibility

The Campus Director of Childhood Initiatives role combines operational, leadership and teaching responsibilities. Under guidance from the Vice President/Campus Dean and Assistant Dean of Instruction, the Director oversees the Rifle Campus Early Learning Center, collaborates with local partners, participates in campus 2 Generation initiatives, teaches college courses, and provides guidance for summer enrichment programs.

This position would be expected to teach/supervise students in the field for an equivalent of 6 credits per year in the education program. This is a year-round administrative non-faculty, staff position with teaching responsibilities. The incumbent must be qualified to be credentialed to teach in the education program, however, is not assigned a faculty rank. Incumbent could teach select courses from the following list of courses included the ECE certificates and AA curriculum: ECE 101, 102, 103, 220, 238, 256, and 260.

Pre-requisites for Position (Qualifications Standards)

Education and experience sufficient for the rigors of the position. Examples may include: a Master's degree in one of the following disciplines: Child Development, Early Childhood Education, Human Development, Home Economics/Family and Consumer Studies with a specialization in Child Development/Early Childhood Education, or Educational Psychology With A Specialization In Child Development/Early Childhood Education, or related field along with 4,000 hours in the last 7 years of related occupational experience and minimum of two years teaching experience at the college level or equivalent education and experience that will provide the necessary knowledge, skill and abilities to perform the functions of the position.

Special Skills or abilities directly applicable to the position: knowledge of the West Garfield region and ability and enthusiasm to anticipate and adapt to changing student and community needs. Desire to generate creative opportunities for preschool children, and a variety of other students, and work as a part of a high energy team at a dynamic campus. Knowledge of college level pedagogy, methodology, education technology, strong interpersonal and executive functioning skills including excellent written, verbal and listening skills, as well as organization, planning, task completion and self-monitoring skills.

Knowledge of early childhood educational principles, practices and methods; preschool management and operations; rules, regulations, and funding opportunities for preschool centers. Ability to oversee

center operations; develop and provide early childhood programs; supervise staff; organize and prioritize work; handle multiple projects and meet deadlines.

Welcoming. Innovative. Focused on Student Success. These principles reflect the soul of CMC. They guide us in building our teams, cultivating leaders, and expanding our approaches and mindset. They guide us to be an institution of higher education that's the right fit for every faculty member, staff, student, and community member in its trust. Applicants must demonstrate a commitment to working effectively with students, employees, and community members of all backgrounds.

Bilingual (English/Spanish) or conversational language abilities preferred.

Essential Duties

1. Ensures excellence in curriculum, instruction, and health and safety protocols for preschool. Establishes and maintains positive child and family relationships. Manages enrollment, maintains confidential records and ensures rule and regulation compliance.
2. Develops and monitors budget and manages income and resources. Explores and maintains funding options. Initiates purchase order requests for equipment, materials, and supplies. Recruits, selects, develops and evaluates staff.
3. Creates and maintains partnerships with local school districts, other preschools, community organizations and agencies, and actively participates in professional organizations in order to elevate regional early childhood education and create excellent learning experiences and career pipelines for CMC education students.
4. Works as part of a team to develop 2 Generation services and programs to build family well-being and create a family friendly campus for college students who are parents.
5. Guides development of summer enrichment programs.
6. Performs other duties as assigned.

Faculty (20%) This position will be expected to have teaching/field supervision responsibilities consisting of education courses at 20% of the regular full-time faculty load of 30 credits (or equivalent of 6 credits/year). Teaching responsibilities expected of all faculty include; teaching course load as assigned, evaluate courses and assess student learning, meet established course, program and learning outcomes, comply with guidelines and policies, maintain office hours per established standards, develop rapport with students, assist with and participate in advising, orientation and registration activities.

CMC Faculty are expected to engage in scholarly and creative activities that enhance discipline expertise and enhance learning. Service activities such as campus and college committees, participate in relevant projects, mentor peers, participate in and assist with assessment activities, program review, student organization, advising, recruiting and retention.

Supervision Received

Position reports to the Vice President and Campus Dean.

Supervisory Responsibility

This position is responsible for supervising staff.

Special Conditions of Employment

Successful completion of a background check including motor vehicles records report will be required. Incumbents in this position will adhere to all safety and compliance policies of Colorado Mountain College while performing all duties assigned. Position includes evening and weekend work and occasional travel within the region.

Working Conditions

This position requires constant sitting, occasional walking, standing and driving; occasional handling objects, pushing/pulling; frequent reaching with hands/arms, and use of finger movements; occasional lifting, carrying, pushing or pulling objects up to 25 lbs; ordinary talking, hearing and full vision capabilities; and the ability to read/comprehend. Write, communicate orally, and reason and analyze constantly; and perform calculations occasionally. Work is performed using a computer and standard office equipment daily, and driving a vehicle occasionally.

HR Reference Information:	
Position group and code:	<i>457120/80% with 6 credits at adjunct rate added in range.</i>
Date of review:	<i>03112021</i>

110.66034.1

NOTE: This position description is intended to indicate the basic nature of positions allocated to this class and provide examples of typical duties that may be assigned. It does not imply that all positions within the class perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned. Employee may perform other related duties as required to meet the ongoing needs of the organization.