

**RANGE N05**

**JTC NO. IBW  
FLSA EXEMPT Y**

**DALLAS COUNTY COMMUNITY COLLEGE DISTRICT  
JOB DESCRIPTION**

**JOB TITLE:** **Coordinator, Center for Child and Family Studies Lab School**

**DATE PREPARED:** **Fall 2007**

**DATE REVISED:** **Spring 2009; Summer 2012; Spring 2015; Fall 2016**

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**GENERAL SUMMARY:**

Primary responsibility for the operation of a child care facility which serves a laboratory school for demonstration of best practices in Early Childhood Education and Child Development Learning Theory as delineated in the NAEYC Center Accreditation standards: including daily administration; policy and budget development and monitoring; supervision of personnel, student teachers and students doing observations; and oversight for child and program assessment and lesson planning cycle for children, as well as the USDA Food Program, Child Care Assistance documentation and billing.

**PRINCIPAL DUTIES AND RESPONSIBILITIES:**

- Primary responsibility for the physical well-being and implementation of child assessment and learning objectives for children under the care of the Center Personnel.
- Trains, schedules, supervises and evaluates Center staff.
- Conducts regular staff meetings.
- Observes, participates and evaluates children's program.
- Coordinates communication with parents through formal and informal meetings on social, physical and mental development of individual children.
- Develops and monitors Center budget under the guidance of the Program Administrator and Dean.
- Monitors and maintains compliance with NAEYC Center Accreditation Standards, Child Care licensing standards, state and local regulatory agencies, USDA and WorkSource of Greater Dallas.
- Works closely with Program Administrator and Child Development Faculty to assure that the practices demonstrated in teaching and administrating the center reflect the philosophy and goals of the Child Development Instructional Department.
- Maintains records and submits timely reports necessary to comply with guidelines established by DCCCD, NAEYC, USDA, WorkSource of Dallas County, US Department of Education and the State of Texas.

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**PRINCIPAL DUTIES AND RESPONSIBILITIES: - continued**

- 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 course instructors and classroom teachers.
- Coordinates snacks/meal planning, and supervises personnel in food purchase, preparation, and distribution to meet USDA Child Care Food Program guidelines.
- Performs other duties as assigned.

**REPORTING RELATIONSHIP:**

First level supervisor is the Instructional Division Program Administrator; second level supervisors is the Dean of the Division.

**PHYSICAL EFFORT REQUIRED:**

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

**MINIMUM EDUCATIONAL/SKILL REQUIREMENTS:**

Master's degree or higher plus three years of experience working in a childcare center including administrative and supervisory responsibilities or Bachelor'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. Strong knowledge and experience providing effective customer service. Official transcripts will be required. \*\*\* Will be subject to a criminal background check. Some positions may be subject to a fingerprint check. \*\*\*