

**Sul Ross State University**  
**Position Description**

**Official Title:** Assistant Director, SR Childcare and Family Support Center  
**Salary Group:** 6

**Job Code:** 3342

**Summary**

Function:

Scope:

**Duties**

Essential: Responsible for managing the after school program and supervising evening and weekend operations; acts as the director when he/she is not on duty; act as a teacher/caregiver to the children attending the Center; plan, supervise, and implement the program of the class in accordance with the philosophy of the Center. Responsible for personal safety and the safety of others; must exercise due caution and practice safe work habits at all times.

Non-Essential:

**Supervision**

Received: Sul Ross CC&FSC Director

Given:

**Education**

Required: Bachelor's degree with 12 college credit hours in child development

Preferred: Six college credit hours in business management

**Experience**

Required: One year experience in a licensed child-care center or equivalent in elementary school education

Preferred: Two years experience as a head teacher or program coordinator

**Equipment/Skills**

Required:

Preferred: First Aid/CPR

**Working Conditions**

Usual: Position is Security Sensitive.

Special:

Any qualifications to be considered in lieu of stated minimums require the prior approval of the Human Resources Director.

Date revised: February, 2006