

JOB DESCRIPTION:	Early Childhood Program Management Specialist		
DEPARTMENT:	Early Childhood Programs		
REPORT TO:	Laboratory Site Program Administrator		
EEO CLASSIFICATION:	Service Workers	FLSA STATUS:	Exempt
CUPA HR CLASSIFICATION:	#808000	DATE APPROVED:	26-MAY-2021
		DATE MODIFIED:	19-MAR-2025

SUMMARY: Performs a variety of functions to assist in the efficient and effective operation and dissemination of information for many programs functioning within the Early Childhood Programs at the Child Development Center.

DUTIES:

1. Acts as primary liaison for Laboratory Site Program Administrator with center families, staff, and community programs, university faculty/staff, laboratory students, volunteers and the general public.
2. Consults with the ECP Administrator of Early Childhood Programs and Laboratory Site Program Administrator on complex issues.
3. Greets visitors, conducts tours and manages the laboratory site students through the Early Childhood Programs. Answers questions and provides information about all the programs and activities within scope of delegated authority.
4. Performs duties associated with all aspects of program registration and waiting list maintenance.
5. Ensures maintenance of all confidential and restricted files and records for all children, all center staff, all student workers, substitutes, and volunteers.
6. Collects, compiles and prepares materials, statistics, and documents for annual strategic planning sessions and program evaluations. Initiates, composes and types a variety of internal and external correspondence to businesses, vendors, local and state officials/agencies, and University personnel. Utilizes ProCare Software system for program data management.
7. Prepares and develops annual calendar, flyers, surveys, handbooks and newsletter. Purchases supplies and equipment. Schedules and assigns work activities for efficient and effective operations including but not limited to classroom coverages, travel arrangements for staff, and facility and grounds maintenance needs. Performs research and formulates special reports.
8. Processes and maintains timesheets, leave requests, and attendance records for all staff.
9. Maintains accurate leave balances for Professional Teaching Staff. Maintains program records of established goals, objectives, and policies.
10. Provides a broad range of administrative and supervisory functions. Supervises assigned staff in accordance with WNMU personnel practices including recruitment, training, performance evaluation, guidance, etc. Participates in the process of ongoing personal and professional development. Maintains comprehensive communication among all contacts (internal and external). Models professional standards and ethics in accordance with WNMU philosophy.
11. Performs other duties as assigned.

REQUIREMENTS:

1. **Education /Background:** Bachelor's degree in Business Administration or related field or Associate degree in Business Administration or related field with 2 years of experience or High School Diploma or GED plus 5 years administrative/secretarial support work in an Early Childhood setting or a professional business setting with supervisory responsibilities in office

management, bookkeeping, and computers required. Bilingual (Spanish) preferred.

2. **Job Knowledge:** Adheres to the NAEYC Code of Ethical Conduct and Statement of Commitment. Knowledge of the principles and practices of office management. Knowledge of applicable accrediting, licensing, regulatory requirements, standards, and reporting. Skill in communicating verbally and in writing. Skill in establishing and maintaining effective working relationships with a variety of community members, students, families, children, and staff. Skill in working in an environment subject to frequent interruptions, changing priorities, and use of judgment in the release of confidential information. Ability to supervise and train assigned staff. Must be knowledgeable of University policies and procedures and state and federal law application to the program. Must be sensitive to cultural differences within the University and community. Fluent in Microsoft Office Applications.
3. **Working Conditions/Physical Demands** (With or Without Accommodations): Normal office environment, may travel some within the community when needed. May be required to transport normal office equipment and materials. Ability to comprehend and work with a variety of information from various sources. Able to clearly communicate with a diverse population of individuals. Ability to compose correspondence and reports and remain in a sedentary position for prolonged periods of time. May be required to work additional hours or days depending on circumstances.
4. **Other requirements:**
 - a. Requires a valid driver's license.
 - b. Required to complete Defensive Driving Course within 6 months. (If applicable to the role)
 - c. Certification in First Aid/CPR is required.

This job description is not an exhaustive list of all responsibilities, skills, duties, requirements, effort, and/or working conditions associated with the position. Management reserves the right to revise the job or to require that other or different tasks be performed when circumstances change. In addition, this job description is not intended to create a contract of employment between the employee and Western New Mexico University, nor shall it be regarded as a promise to provide specific terms or conditions of employment.

I have read, understand and accept a copy of this job description.

Employee Signature

Date

Employee Name (Printed)