

JOB DESCRIPTION:	Laboratory Site Program Administrator		
DEPARTMENT:	Center of Excellence - College of Education		
REPORT TO:	Executive Director of New Mexico Center of Excellence for Early Childhood Education		
EEO CLASSIFICATION:	Professional	FLSA STATUS:	Exempt
CUPA HR CLASSIFICATION:	415110	DATE APPROVED:	05-MAR-2025
		DATE MODIFIED:	29-JUL-2026

SUMMARY:

Provides leadership, direction, and oversight for the NMCoEECE Laboratory Sites in support of the instructional mission of the College of Education. Oversees curriculum implementation, educational quality, licensing and accreditation compliance, staff leadership, and continuous program improvement while fostering collaborative relationships with students, families, faculty, and the community.

DUTIES:

1. Lead curriculum development and implementation across age groups and developmental needs, ensuring alignment with state licensing regulations and national accreditation standards and the program's educational objectives.
2. Establish and maintain program quality by implementing curriculum practices, program policies, procedures, and standards for laboratory sites; monitors outcomes and continuously refines initiatives to meet strategic goals.
3. Build respectful, collaborative relationships with children, families, staff, and the community; facilitate meaningful family and community involvement that supports program goals.
4. Provide academic oversight and continuous improvement through goal-setting, data collection, classroom consultations, staff guidance, and periodic evaluations of program effectiveness; use findings to improve teaching, engagement, and developmental outcomes.
5. Ensure compliance and accreditation readiness by maintaining required health, safety, licensing, and NAEYC standards; monitor adherence to applicable state and federal requirements and the NAEYC Code of Ethical Conduct.
6. Plan, direct, supervise, and evaluate the University laboratory sites as teaching and research laboratories that support the instructional mission of the College of Education.
7. Manage daily instructional support for laboratory site operations by providing classroom consultation, observations, and orientation for authorized laboratory users.
8. Supervise, recruit, train, evaluate, and develop staff; maintain clear and consistent communication internally and externally; model professional standards and ethics consistent with the university and program philosophy and expectations for staff performance.
9. Facilitate family participation and responsiveness to meet evolving needs of families and professionals working with young children (including support for family engagement practices embedded in program implementation).
10. Represent and promote the NMCoEECE laboratory sites as university teaching and research laboratories through presentations, professional organizations, community partnerships, and other professional engagement activities that advance best practices in the Early Childhood Education ecosystem.
11. Coordinate budget and resource planning with the Director of Operations by identifying supplies and equipment needs, supporting procurement/vendor identification, and collaborating on resource alignment with budget priorities and operational requirements.

12. Stay current with emerging educational technologies and pedagogical approaches; evaluate and implement innovative strategies and tools to enhance program delivery and learning experiences.
13. Serve as a liaison for accountability activities by leading or supporting committees and participating in activities as needed.
14. Collaborate with College of Education, Early Childhood Faculty, NMCoEECE Leadership, and other stakeholders to coordinate pre-service student experiences, align laboratory experiences with Early childhood faculty expectations, and support grant/program development efforts.
15. Promote the NMCoEECE program through outreach, partnerships through marketing materials; coordinating events, and leading community outreach aligned with the NMCoEECE mission.
16. Perform other duties as assigned.

REQUIREMENTS:

1. **EDUCATION/BACKGROUND:** Master's degree or higher in Early Childhood Education, Education Administration, or a closely related field required. Three (3) to five (5) years of experience in curriculum development, program administration, and educational leadership. Bilingual (Spanish) preferred.
2. **JOB KNOWLEDGE/SKILLS:** Strong understanding of educational standards, licensing, and accreditation practices (NAEYC, NM licensing, state/federal standards). Exceptional communication, leadership, and interpersonal skills. Proficiency with educational software and technology tools; ability to analyze data and make data-driven decisions. Creative thinking, problem-solving, and a passion for improving educational outcomes. Demonstrated commitment to diversity, equity, and inclusion in program development and operations. Ability to supervise and train staff; familiarity with university policies and procedures; culturally responsive and able to engage a diverse community.
3. **WORKING CONDITIONS/PHYSICAL DEMANDS:** Normal office environment; some travel within the community when needed. May be required to transport normal office equipment and materials. Ability to communicate effectively with a diverse population and sustain long periods of time working at a desk or in meetings.
4. **OTHER REQUIREMENTS:**
 - a. Valid driver's license (if required by role).
 - b. Ability to complete required training and certifications as applicable.
 - c. Certification in First Aid/CPR 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)