
Southeastern Community College

EMPLOYMENT OPPORTUNITY

Child Development Center Lead Teacher (Full Time)

Founded in 1964, Southeastern Community College (SCC) is a public, two-year comprehensive community college. With its "open-door" policy, SCC strives to meet the needs of students with varying backgrounds, resources, interests, abilities, and career goals. More than 30 occupational and liberal arts curriculum programs are offered by the college, which serves an annual full-time equivalent enrollment of approximately 2,000 students in curriculum and continuing education programs. SCC emphasizes quality in designing and delivering instructional, support, and community services. The college commits itself to providing students with opportunities to reach their potential.

SCC is undergoing major changes as it prepares for the future. It has adopted a new vision: To be recognized as the premier rural community college in North Carolina; and a new mission statement: To continuously promote educational attainment, economic development, and cultural enrichment in Columbus County and surrounding areas. To achieve its mission and move towards its vision, SCC is focused on its performance in student success, workforce development, enrollment, employee performance, facilities, resource acquisition & use and community services.

The SCC college campus is located on Hwy. 74-76 between Whiteville and Chadbourn in southeastern North Carolina. SCC is an hour's drive from historic Wilmington and South Carolina's Grand Strand beaches. Serving Columbus County and surrounding areas, the college enjoys exceptional local financial and moral support from a community which expresses great pride in the institution.

Purpose and Function

Under the direction of the Vice President of Academic Affairs, the Child Development Center Lead Teacher is responsible for overseeing all aspects of the center including, but not limited to, program development, staff management and supervision, budget management, and maintaining and increasing enrollment. The lead teacher is also responsible for providing a warm, nurturing, safe and loving environment where self-concepts are enhanced, independence encouraged and individuality respected. In order to accomplish the objectives of this position, the Child Development Center Lead Teacher performs the following functions:

1. Oversee the care, safety, and well-being of all children in the program.
2. Ensure that the curriculum and guidance practices reflect the philosophy of the Early Childhood Program by working with Early Childhood Education faculty in coordinating activities learned in the curriculum program classroom with those activities being presented to the children. This involves coordinating activities and events with the SCC Early Childhood Education program faculty and students. Also, assist with coordinating feedback from classroom teachers to lab students.
3. Serve on the SCC Child Development Center Advisory Committee.
4. Evaluate activities and operations of the Child Development Center program; evaluate and ensure that operations meet the goals and objectives of the curriculum and college and the needs of the population served; establish and monitor program evaluation systems and procedures.
5. Ensure compliance with the North Carolina Division of Child Development/Early Education rules and regulations with meeting guidelines for Five-Star Licensed centers. Also maintains compliance with other local and state governing agencies
6. Oversee enrollment, parent conferences, parent education, and parent involvement.
7. Keep appropriate staff informed of program goals and developments both with children, parents and the administration.
8. Prepare various reports and correspondence related to assigned area; maintain files children's' records.
9. Recommend the selection of staff; train, motivate, and evaluate staff.
10. Provide or coordinate ongoing staff training; maintains staff records of trainings and other required documents.
11. Implement staff discipline and termination procedures.
12. Facilitate scheduling of substitute teachers as needed and maintain appropriate records of substitutes.

13. Develops, plans, implements, and administers all aspects of program development, supervision, budget, money management, enrollment, and facilities.
14. Participate in the development and administration of the center budget; recommend funds for equipment, materials, and supplies; recommend staffing needs.
15. Orders new equipment and supplies; prepares materials needed in the program and maintains adequate supply without stockpiling or contributing to waste.
16. Serve on a variety of committees and attends staff meetings, both for the center and the entire college.
17. Plans and develops activities/collaborations for the children/center with the various curriculum programs across campus.
18. Represents the center/college to the community, outside organizations, and on various boards and committees.
19. Coordinates food program and assures food services provided meets CACFP requirements.
20. Coordinates and assists with the development and implementation of marketing plan to increase/maintain enrollment.

Minimum Requirements for the Position:

1. Associate's Degree in Child Development or a closely related field.
2. Minimum of 2 years of experience in the Early Childhood Education field.
3. Minimum of a Level II Administrator's Credential issued by the North Carolina Child Division of Child Development and Early Education and be eligible to earn a Level III Administrator's Credential.
4. Knowledge of North Carolina licensing regulations and NAEYC Accreditation and willingness to maintain national accreditation.
5. Completion of a statement of Physical Health required by the Department of Human Resources, Division of Child Development.
6. Annual TB testing.
7. Current criminal background check.
8. Completed playground safety training, emergency preparedness, current first aid and safety/infant and child CPR certification, required by the North Carolina Child Division of Child Development and Early Education. *Additional required training as needed.*
9. Commitment to complete required training hours as mandated by the North Carolina Child Division of Child Development and Early Education child-care licensing laws.

Preferred Requirements:

1. Bachelor's Degree in Early Childhood Education or a closely related field.
2. Administrative experience in Early Childhood Education.
3. Experience providing effective supervision and guidance to program staff to ensure that program goals and philosophy are being achieved.

Skills and Abilities:

1. Ability to work flexible hours in order to meet the needs of the program.
2. Ability to lift 40lbs.
3. Ability to walk, squat, kneel, sit on floor, see, hear, and speak with children to ensure children's health and safety.
4. Ability to gain cooperation through discussion and consensus-building processes.
5. Ability to effectively direct the provision of academic instruction for the College.
6. Ability to develop and maintain effective working relationships with community organizations, college staff, and the general public.

Excellent references from previous employers must be furnished upon request. The preferred start date is August 6, 2018.

A completed Southeastern Community College application (located on the SCC website), a resume, letter of interest addressing the requirements and educational transcripts (unofficial copies of transcripts will be sufficient for the screening process, but official copies must be submitted prior to employment) must be submitted to the college Human Resources Office in order for applicants to be considered for this position. First review of applications will begin June 30, 2018. Applications accepted until filled.

Applicants should send all documents and inquiries to the Human Resources Office, Southeastern Community College, P.O. Box 151, Whiteville, NC 28472. Telephone (910) 642-7141, extension 310. www.sccnc.edu.

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