JOB DESCRIPTION

Director of Youth Educational Programs

**Definition of Class**
This is a supervisory position in which the incumbent directs the activities of the Willie Price Child Development Center and the Youth Educational Programs for the Institute of Continuing Studies.

**Examples of Work Performed**
Reviews literature and stays abreast of the latest developments relating to pre-school education.

Assists teachers in developing lesson plans to implement curriculum. Evaluates curriculum for effectiveness.

Develops effective evaluation methods to insure quality control. Insures that teachers maintain a high standard of teaching excellence.

Evaluates student performance and discusses with parents. Evaluates student behavioral conduct and discusses with teachers.

Determines food and supply needs and submits timely requests for both when needed.

Informs the Dean of Continuing Studies of the physical condition of the facilities.

Performs similar or related duties as assigned or required.

**Essential Functions**
These essential functions include, but are not limited to, the following. Additional essential functions may be identified and included by the hiring Department.

1. Develops and implements curriculum for Kid College, Homework Club, and the Willie Price Child Development Center.
2. Supervises teachers and student teachers.
3. Confers with parents regarding the performance of the student.
4. Insures that supplies and time cards are kept current.
5. Insures that Hill Hall and the Willie Price Child Development Center are maintained in a condition suitable for educating young children.
6. Coordinates tutoring and other special youth programs.

**Minimum Qualifications**
These minimum qualifications have been agreed upon by Subject Matter Experts (SMEs) in this job class and are based upon a job analysis and the essential functions. However, if a candidate believes he/she is qualified for the job although he/she does not have the minimum qualifications set forth below, he/she may request special consideration through substitution of related education and experience, demonstrating the ability to perform the essential functions of the position. Any request to substitute related education or experience for minimum qualifications must be addressed to The University of Mississippi’s Department of Human Resources in writing, identifying the related education and experience which demonstrates the candidate’s ability to
perform all essential functions of the position.

**Physical Requirements:** These physical requirements are not exhaustive, and additional job related physical requirements may be added to these by individual agencies on an as needed basis. Corrective devices may be used to meet physical requirements.

- **Physical Exertion:** The incumbent may be required to lift up to approximately 50 pounds.
- **Vision:** Requirements of this job include close vision.
- **Speaking/Hearing:** Ability to give and receive information through speaking and listening.
- **Motor Coordination:** While performing the duties of this job, the incumbent is frequently required to talk and hear; and use hands to finger, handle, or feel. The incumbent is periodically required to walk and reach with hands and arms. The incumbent is occasionally required to stand; sit; taste or smell; and stoop, kneel, crouch or bend.

**Experience/Educational Requirements:**

- **Education:**
  Master’s Degree from an accredited four-year college or university in Education or a related field.

- **Experience:**
  Three (3) years of experience related to the above described duties.

- **Certification:**
  Must possess Cardiopulmonary Resuscitation certification.

**Substitution Statement:**
Related experience may be substituted for education, on a basis set forth and approved by the Department of Human Resources.

**Interview Requirements**
Any candidate who is called for an interview must notify the Department of Human Resources in writing of any reasonable accommodation needed prior to the date of the interview.

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