Director of Mississippi Building Blocks - BRI

**Definition of Class**
This is a supervisory position in which the incumbent provides oversight of all activities related to the childhood initiative program. This initiative is housed within the Barksdale Reading Institute and works with child care centers throughout Mississippi to improve learning in those centers and allow the children to be better prepared to enter kindergarten. Incumbent oversees the financial and administrative operations of the program and frequently makes decisions by exercising discretion and independent judgment. Position reports to the Executive Director.

**Examples of Work Performed**
Designs, develops and implements policies and procedures to efficiently manage and oversee operation of the program.

Administers various personnel functions including recruitment activities, establishment of selection processes, and training of program staff.

Provides day-to-day operational support of the program through delegating work assignments to subordinate staff; monitoring of work performance and providing feedback to facilitate growth.

Determines selection criteria in which childcare centers are evaluated to determine appropriateness for participation in the program.

Researches and makes selection of instructional materials to be used by staff to implement the program at early childhood centers.

Conducts on-going visits with personnel of child care centers to interview their employees concerning progress and evaluate the effectiveness of the program throughout implementation, as well as ensure compliance with program.

Designs evaluation objectives, data collection methods and outcome measures to determine the effectiveness of the program.

Informs and advises regarding the program’s progress and discusses strategies as it relates to the program’s mission, evaluation objectives, procedures, and outcomes.

Establishes fiscal tracking mechanisms and prepares financial reports to ensure operation of program within budgetary guidelines.

Develops and maintains relationships with various state agencies to facilitate long-term goal of eventual absorption of program by the State.

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. Determines goals and objectives for the program.
2. Oversees financial operations and personnel functions.
3. Establishes and administers policies and procedures.

**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 25 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 sit; talk and hear; use hands to finger, handle or feel objects, tools or controls; and reach with hands and arms. The incumbent is occasionally required to stoop, kneel, crouch or bend.

**Experience/Educational Requirements:**

**Education:**
Master’s Degree in early childhood education or related field from an accredited college or university.

AND

**Experience:**
Five (5) years of experience related to the above described duties.

**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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