Assistant Director of Mississippi Building Blocks - BRI

Definition of Class
This position assists in the oversight of activities of Barksdale Reading Institute’s childhood initiative program. The incumbent provides supervision and management of the financial and administrative operations of the program, serves as a liaison to participating childcare center directors and personnel. The MBB program is housed within the Barksdale Reading Institute and works with child care centers throughout Mississippi to improve learning in those centers and to better prepare children for entry to kindergarten. Position reports to the Director of Mississippi Building Blocks.

Examples of Work Performed
Assists in the design, development, and implementation of policies and procedures to efficiently manage and oversee operation of the program.

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.

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

Presents training components and designs professional development programs.

Serves as chief liaison to personnel of the childcare centers participating in the program.

Organizes parent meetings and implements parent programming

 Coordinates childhood development assistance program scholarships and online course work.

Coordinates the purchase of and assists with the selection of instructional materials to be used by staff to implement the program at early childhood centers.

Evaluates the effectiveness of the program throughout implementation, as well as ensures compliance.

Collects and compiles data and outcome measures to determine the effectiveness of the program.

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. Provides supervision and guidance to MBB staff.

2. Develops, coordinates and presents professional development programs, promotional materials and childcare curriculum to promote best practices.

3. Represents MBB to external constituents and partner childcare centers.

4. Manages the selection and purchasing of materials for childcare centers.
**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:**
Three (3) 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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