

# JOB DESCRIPTION



<b>Job Title:</b>	Director of Early Care Education and Children’s Services	
<b>Location:</b>	Old Warm Springs Administrative office	
<b>Department:</b>	Education	
<b>Position Supervises:</b>	Regional Directors, Community Family Services Assistant Manager, Head Start Manager, and all other positions as assigned by Executive Director	
<b>Reports to:</b>	Deputy Director	
<b>Salary Grade:</b>	<b>Type of position:</b>	<b>Hours</b> <u>40</u> / <b>week</b>
<b>Board Approval Date:</b> _____	<input checked="" type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time <input type="checkbox"/> Contractor <input type="checkbox"/> Intern	<input checked="" type="checkbox"/> Exempt  <input type="checkbox"/> Non-Exempt

## DEFINITION

Develops, organizes, and implements quality community education programs for infant, toddlers, preschool and school age children in home-based center-based early care and education programs. Ensures programs meet the needs of the community, agency, state, counties, cities, and all other partners. Manages program budgets. Participates as a member of the executive management team, develops and implements the organization-wide policies, strategic plan, and program regulations that will contribute to its overall success.

## ESSENTIAL FUNCTIONS

1. Promotes and maintains program quality and educational integrity according to Title 5 and 22 for all enrolled children.
2. Continually investigates and educates agency on current child development research and best practices and implements within the agency mission.
3. Directs, implements, and evaluates agency Early Childhood Care and Education programs’ outcomes according to laws, guidelines, policies and contract conditions.
4. Oversees the planning and implementation of referrals to families who are in need of social services.
5. Oversees the accreditation of child development centers by NAEYC as required.
6. Promotes the agency on issues affecting children and families through community outreach. Represents the agency at community functions.
7. Responsible for addressing parent and staff concerns in a timely and appropriate manner.
8. Identifies and sets Agency wide goals as part of the Annual Agency Plan of Action based upon Agency data for all children served.
9. Oversees Agency Parent Education and Parent Involvement components for families in all aspects of the program.
10. Takes the leading role in the opening of new child development sites and projects.

11. Hires, trains, supervises, and evaluates all assigned staff and assures that all staff in the Education Department are provided with training and accountability.
12. Works with assigned staff to facilitate hiring, training, supervising, and evaluating their assigned staff.
13. Oversees and ensures implementation of all training plans for the education department staff.
14. Motivates and monitors education department staff in the fulfillment of educational requirements.
15. Meets with assigned staff on a frequent basis for individual supervision based on reflective practices.
16. Assists the Executive Director, Deputy Director and Director Team in developing funding requests and proposals.
17. Provide required reports and documentation to funding sources, public agencies, Executive Director, Director Team and the Board of Directors as required.
18. Works with Eligibility and Compliance staff to assure full enrollment of children and families.
19. This position works closely with the Director team to enhance the overall agency mission and to support the strategic goals of the agency.
20. Detail oriented individual with an ability to comprehend and execute a global agency strategy.

#### **CORE COMPETENCIES**

21. Skilled at social emotional relationships with staff, families, children and the community.
22. Works as a member of the agency team by promoting the mission and philosophy of the agency.
23. Ability to work effectively with a diverse group of people.
24. Provides excellent customer service to all staff, clients, and contacts of agency.
25. Advocates on behalf of all children, families, and staff of agency.
26. Fundraises and seeks opportunities to optimize and increase agency resources.
27. Maintains confidentiality of children, families and staff.
28. Participates in activities that further professional growth of self and staff.
29. All other duties as assigned by the Executive Director.

#### **QUALIFICATIONS**

- Prefer Masters Degree in early childhood education, social services, management or related field or have equivalent work experience.
- Posses current and active Program Director Permit issued by California Teacher Preparation and Licensing within 3 months of employment.
- Prefer minimum of 3 years work experience in a similar position with preferred minimum of 2 years work experience supervising others.
- Strong oral, written communication skills with the ability to communicate effectively with people from a wide range of backgrounds.
- Strong computer skills.
- Ability to provide leadership, accept responsibility, work independently and set own goals in a professional manner.
- Ability to work on a variety of tasks simultaneously and able to work a flexible schedule, including some evenings and weekends.

## **OTHER REQUIREMENTS**

- Must be 18 years or older
- Health screening, TB and fingerprint clearance
- Possession of a valid California Drivers License and use of an insured, non-agency vehicle.
- CPR and First Aid Certificate and Infectious Disease Prevention training or completion within three months of hire.
- Travel as needed to agency, community and state functions.

### **Equal Opportunity Employer/Drug Free Workplace**

HOW TO APPLY: To apply for this position please complete an application at <http://www.kidango.org/careers/opportunities.html>

You may submit your resume along with an application. Please note that you are not considered an applicant until you have completed an application for employment.