

JOB DESCRIPTION



TITLE: Director, Child Development Division
DIVISION: Child Development
REPORTS TO: President & CEO
SUPERVISES: Child Development Managers
JOB BAND: 12
STATUS: Exempt, Full-Time
LAST REVIEWED: January 19, 2016

Summary:

The Director of the Child Development Division is responsible for assuring all the Head Start and Early Head Start program mandates and standards for excellence are met on a daily basis. This position develops the structure, systems and procedures to facilitate this. In addition to operating responsibility for fiscal, legal, and programmatic aspects of the program, it bears the responsibility of assuring that the program is strategically positioned for the future. The Director develops and maintains working conditions that support performance excellence and high staff morale. The Director represents the agency on committees and task forces in the community – locally, regionally, and nationally - and in interactions with the media related to early childhood development issues. At the discretion of the Child Development Director, some responsibilities may be delegated to other staff.

Essential Functions

Administration/Accountability

1. Assures the compliance with all funding source mandates, all applicable laws and regulations, and assures that standards which exceed the minimum are being met.
2. Completes and submits regular reports to funding sources, Agency Administration, and the Policy Council.
3. Maintains effective, appropriate communication with the Board of Directors, including:
 - a. Attending all regular and relevant special meetings.
 - b. Providing a written report to the CEO for distribution to the Board of the fiscal and programmatic status of the program and of the administrative activities since the last Board meeting monitoring results and strategies to resolve problems.
 - c. Communication of relevant information from funding sources.
 - d. Provision of training for new Board members and periodic refresher for veteran Board members on their roles and responsibilities.
4. Works cooperatively as a member of the Senior Management team, identifying opportunities for collaboration with other divisions of the agency.
5. In conjunction with the Senior Management staff, Child Development staff, and/or the Policy Council as appropriate, leads and/or participates in planning meetings in which long and short-term goals for improvement are established.
6. Assumes an active role in the annual program self-assessment.

7. In conjunction with the Director of Center Operations, assures that the program serves the number of eligible children for which it is funded.
8. Assures remediation of any non-compliance found in grantee assessment, and incorporates recommendations into planning for the improvement of the program.

Human Resources

9. Provides guidance and leadership to staff to emphasize the importance of the program achieving high standards of quality, internally and through public and private sector partnerships.
10. Creates and maintains high morale among staff members.
11. Ensures adherence to the Agency's Open Door Policy by all managers. Carries out the function delineated in procedures for staff grievances.
12. Monitors the implementation of the responsibilities of employees through observation, supervisory meetings, team meetings, and review of files and documentation.
13. Hires, and if necessary, fires staff, complying with applicable laws, regulations, and Agency Personnel Policies and Procedures. Assures Policy Council input into the hiring and/or firing of staff prior to seeking its approval for the personnel action.
14. Facilitates the continuing professional development of all staff as part of the commitment to excellence.
15. Maintains professional competency by participating in training, education and personal growth experiences. Reads management and leadership materials and program-related materials to keep abreast of developments in comprehensive early childhood programs.

Financial

16. Reviews and analyzes monthly financial and statistical reports to assess the budget status and to initiate preventative measures if any problems are found.
17. Maintains a close working relationship with the Chief Financial Officer and the Child Development Division Fiscal Coordinator, which provides the Director with information for budget writing and the status of the budget to facilitate effective oversight of expenditures.
18. Oversees and monitors agreements for the purchasing of goods and services assures that bids are solicited in accordance with state and federal regulations.
19. Monitors the program's administrative cost, assuring it does not exceed the allowed amount.
20. Monitors the program's non-federal share to assure that the amount required is met. Meets with staff, parents, and the Board to develop strategies for increasing the amount of the program's accumulated non-federal share, if necessary.

Funding

21. Develops annual funding applications in collaboration with the Finance/Accounting Department the CEO, the Policy Council, and with input from program participants and staff.
22. Seeks additional outside funding for the program from public and private sources; coordinates fundraising activities with the Chief Development and Public Relations Officer.

Community Relations

23. Works effectively with other organizations in the community to foster partnerships and collaboration with the Child Development programs.

24. Represents the Agency in the community and as a member of committees and task groups that advance the availability of quality child development programs in the community. Influences community attitudes and practices by identifying current practices and advocating for change.
25. Conducts a complete Community Assessment every three years and an up-date during the intervening years.
26. Hears and resolves community complaints about the program, seeking input from staff, parents, and Agency Senior Management as needed.

Knowledge, Skills, and Abilities:

- Master's degree in Early Childhood Education, Child Development, social work, public administration, or one of the social sciences.
- Experience in child development and early childhood education; orientation to the concept of the total family.
- Minimum of three (3) years of senior-level experience in managing services for individuals, families and children.
- An understanding of Head Start philosophy and the ability to implement its principle of shared authority and decision-making.
- Experience in human services program management, including program planning, operations and evaluation, and the use of management information systems.
- Ability to work effectively with corporate executives, board members, community leaders, volunteers, board committee members and division staff to achieve optimum results.
- Open, participatory, team-oriented management style; flexibility regarding new, proven trends in the delivery of child development services.
- Excellent interpersonal and communication skills, including the ability to work as part of a team.
- Ability to express ideas clearly (both written and orally), listen accurately, and establish rapport with people from a variety of backgrounds.
- Ability to maintain dignity and self-control in stressful situations.
- Strong business and leadership skills.
- Bilingualism (Spanish/English) preferred.

Expected Hours of Work:

Regular days and hours of work are Monday through Friday, 8:30 a.m. to 5 p.m. Ability to attend meetings, events, and other functions outside of regular work hours is required.

Work Environment and Physical Requirements:

- Maintains physical condition appropriate to the performance of assigned duties and responsibilities, which may include the following: walking, bending, stretching, lifting, standing or sitting for extended periods of time, operating assigned equipment.
- Ability to work flexible/overtime hours, as needed.
- Requires valid NC driver's license and ability to travel between various agency sites and community resources.