



WALDO COMMUNITY ACTION PARTNERS JOB DESCRIPTION

POSITION SUMMARY

The **Early Childhood Director** is responsible for the support, development, implementation, and operation of department services and advancing the community reach of those services. The Director is responsible for the continuation and compliance with program contracts including Head Start/Early Head Start and required Licensing Standards. Ensures Policies and procedure are in place for program operations. In partnership with the Chief Executive Officer (CEO) and other members of the senior management team, the EC Director helps to lead the corporation and assure compliance with the mission, goals, and strategic objectives by supporting agency functions and providing consultation, training, and expertise. This is a supervisory position with the primary duty of overseeing all operations and staff related activities in support of client, and community needs for quality early childhood programming while supporting the increased self-sufficiency of families living in poverty or managing very low incomes.

Position Title:
Early Childhood Director

Department:
Early Childhood Program

Reports To:
President/CEO

Supervises:
Program Managers

FLSA Status:
Exempt

Salary Range:
RM2/L1

Last Revised/Approved:
March 2022

ESSENTIAL DUTIES AND RESPONSIBILITIES

Overall responsibilities

1. Responsible for the overall management and leadership of the Early Childhood Program.
2. Participates in and assists with Community Needs Assessment as required.
3. Oversees and ensures innovative, high quality programming, services, systems, and practices.
4. Provides for programmatic structures that supports continued growth, development and refinement of services that are responsive to current and emerging community needs
5. Ensures effective systems to regularly track and evaluate program performance, child and family outcomes, and other services.
6. Participates in program development and implementation, develops partnerships, creates, reviews and interprets policy, regulations and rules.
7. Maintains a Whole Family Approach Model in the program and supports and coordinates the model implementation across the agency with other Directors.
8. Leads an annual Head Start Program self-assessment process, completes summary reports, and presents the results to the CEO, Policy Council, and WCAP Board of Directors.
9. Uses self-assessment and ongoing monitoring data to support ongoing program quality initiatives and department goals.
10. Establishes and monitors progress towards goals and reports annually to Regional Office and Governing Bodies.
11. Oversees development, implementation, and review of department policies and assures engagement and review by Policy Council.
12. Provides annual training on inclusive leadership for WCAP Board of Directors and Policy Council.
13. Provides training, support, and consultation for department staff on early childhood education, development and social support for children 0-5 with a focus on children, classroom and family impacts.

Internal coordination and collaboration

1. Responsible for interagency projects that offer coordinated services for the benefit of children and families with low incomes.
2. Collaborates with other departments on agency-wide initiatives.
3. Works in collaboration with Agency staff to facilitate a team environment.

4. Works with other senior managers to maintain the overall effectiveness of the agency.
5. Participates in agency strategic planning process.
6. Initiates and develops funding for new programs in conjunction with the CEO and leadership team which meet the demonstrated needs of the community and clients.
7. Participates in the coordination, implementation, and maintenance of a centralized intake process across the agency to improve the customer experience.

Administration

1. Attends Board meetings as requested by the CEO and any assigned Board Committee meetings.
2. Attends and participates in Leadership Team meetings.
3. Supports regular team departmental meetings.
4. Coordinates and participates on interdepartmental meetings as assigned by the CEO.
5. Follows Code of Conduct.
6. Adheres to Agency policies in the use of computer technology and all telecommunication devices.

Community Engagement and Outreach

1. Supports departmental programs by conducting community outreach efforts at community events and with local partners throughout the year.
2. Acts as a key liaison with other community organizations, municipalities, school districts, DHHS, CDS and committees to promote the agency and services.
3. Assists the CEO in establishment and maintenance of positive relations with community and civic leaders, key personnel at grantor agencies and community partners.
4. Promotes positive program and agency image in collaboration with the Development Director for community education and engagement through materials, social media, web site, and press communications.
5. Collaborates with all partner agencies to assure effective communication processes across agencies.

Program Administration & Monitoring:

1. Provides for and supports Policy Council monthly meetings, parent engagement, and skill development.
2. Develops and oversees a monitoring system and procedures to assure compliance with all regulatory processes, performance standards and regulations including licensing.
3. Ensures standards for acquiring and maintaining space, equipment and supplies are met.
4. Builds cooperative goals and relationships of mutual trust.
5. Attends and participates in Maine Head Start Directors Association meetings,
6. Ensures completion of year end Program Information Report (PIR).
7. Ensures monitoring and data utilization systems identify challenges, strengths, and opportunities with a solid commitment to quality and data-driven program decisions.
8. Ensures the flow of program information including outcomes data, School Readiness Goals, Family Engagement and other Head Start initiatives to OHS.
9. Ensures Head Start and Early Head Start programs meet OHS enrollment standards.
10. Ensures remediation of any non-compliance found in internal self-assessments or external federal monitoring or state childcare licensing monitoring.

Contract Management

1. Prepares and submits program reports as required by all funding sources.
2. Prepares and submits Federal Head Start and Early Head Start funding applications as required to ensure program funding.
3. Develops and maintains service agreements, MOU's and contracts to support Department needs and goals.
4. Prepares and negotiates program budgets, work plans, contracts, proposals and narratives.
5. Maintains requirements for all Head Start contracts and Performance Standards.
6. Ensures the department meets regulatory, contract, funding and licensing requirements.
7. Submits state and federal reports and other required materials timely to meet requirements.

Fiscal Management:

1. Operates all assigned activities within the Board approved budgetary constraints.
2. Follows Agency financial policies, practices and procedures.
3. Responsible for coordinated development of programs budgets, projections, and documentation in collaboration with Agency administration.
4. Ensures Policy Council and Board of Director's involvement in budget review and approval and other governance decision making as required.
5. Maintains appropriate oversight of department activities to support staff and department in meeting and maintaining program fiscal objectives. Manages expenditures, analyzes variances and initiates corrective actions when indicated.
6. Coordinates and maintains an inventory of program equipment.
7. Secures resources through revenue generating activities to support existing program operations and/or expand the scope of services.

Personnel Management:

1. Manages personnel actions, hiring, supervising, and evaluation of department staff.
2. Manages personnel in accordance with applicable laws, rules, regulations and WCAP policies, protocols, practices and procedures.
3. Oversees appropriate training and/or professional staff development for direct reports.
4. Maintains appropriate staff training and technical assistance resources to meet program and staff need.
5. Maintains a system to support communication of current center events and challenges, urgent program needs including staffing/coverage as well as calendar of events.
6. Provides regular supervisory meetings for the department management team and ensures program staff receive regular supervisory support to meet program and staff needs.
7. Demonstrates effective communication skills in building relationships with all employees and clients.

Professional Development:

1. Maintains qualifications as required by Head Start and state childcare licensing regulations.
2. Participates in any required trainings, meetings and professional development activities.
3. Keeps up to date on State and Federal regulations governing all aspects relevant to this position.
4. Attends educational workshops; reviews professional publications; establishes personal networks; participates in professional societies.

Safety and Wellness:

1. Actively promotes safety and accident prevention within the workplace.
2. Reports any unsafe conditions, incidents and/or accidents immediately.
3. Supports on site and in classroom safety, addressing all concerns in a timely manner.

Non-Essential Duties and Responsibilities:

1. Performs additional duties as assigned.

GENERAL EXPECTATIONS

- Be committed to the Agency's Mission, Vision and Values.
- Maintain adequate knowledge of all WCAP programs in order to make referrals to other programs beneficial to the client, his/her family or friends.
- Maintain professional boundaries with all current, past, and prospective clients.
- Maintain confidentiality of clients, staff, and internal business information.
- Present professional and positive image as a representative of WCAP.
- Follow established policies and procedures and comply with all safety requirements.
- Communicate proactively with the supervisor regarding work flow, problems, suggestions, etc.
- Seek out and attend relevant professional development conferences, seminars, workshops, and other activities related to all aspects of this position. Participate in all Pre-Service and In-Service

training and professional development activities as required by the position. Participate in other local and state level meetings related to all aspects of this position.

- Attend team and staff meetings as scheduled.
- Contribute to a positive, team-oriented work environment.
- Be punctual for scheduled work and use time appropriately.
- Perform required amount of work in a timely fashion with a minimum of errors. Meet deadlines.

PHYSICAL REQUIREMENTS

The physical requirements described here are representative of those that must be met by the Incumbent to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is required to stand and sit for prolonged periods of time; walk; use hands to finger, handle, or feel, including operation of a standard computer keyboard; reach with hands and arms and talk, see and hear; bend and reach; regularly lift and carry up to 10 pounds, and occasionally lift up to 35 pounds. Specific vision abilities required by the job include close vision, distance vision, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those the incumbent encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed primarily in a business office setting, in Early Childhood Centers and community settings. Noise level ranges from quiet to loud. Exposure to body secretions/fluids and blood borne pathogens is possible. Assigned work may require travel within the local or neighboring communities. Evening and week end time may be required to meet program and/or organizational needs. State wide travel may be needed for meetings and or trainings.

QUALIFICATIONS NEEDED FOR POSITION

General Requirements:

- Must be able to pass a physical examination and TB screening.
- Must have adequate transportation, a valid driver's license and meet WCAP's insurance requirements.
- Must meet WCAP's background clearance requirements.
- Valid Criminal Record History Check (CHRC) through DOE.

Experience and Skill Requirements:

The following experience and skills are considered essential:

- At least seven years of management experience relevant to human services program management with progressively responsible experience; ten years preferred.
- Three years of successful supervisory experience and responsibility.
- Experience in management, administration of human service programs, community organizing, program and budget development, and financial management.
- Knowledge of and ability to interpret and implement State and Federal regulations.
- Must have excellent oral and written communication skills including the ability to communicate effectively with staff, families, funders, and community partners.
- Broad knowledge of Child and Family Services, Early Education, Child Development and or social Services required.
- Experience in supervision of staff, fiscal management and program development required.
- Background in early childhood (ages 0-5) and/or family services preferred.
- Experience in nonprofit management preferred.
- Excellent organizational/time management skills.
- Abilities to conceptualize, propose, and implement new programming.

- Performance and results-oriented with ability to understand the broad picture and an analytical approach to problem solving.
- Ability to set priorities and manage multiple and diverse projects simultaneously.
- Cultural sensitivity and awareness for marginalized populations.
- Ability and experience in engaging families in shared decision making.
- Demonstrated leadership skills, team building, human resources skills.
- Proficient in Microsoft office products including Word, Excel and Outlook.
- Demonstrated ability to work with computers and related software including word processing, spreadsheet applications required. Experience with database applications preferred.
- Grant writing experience preferred.

Education Requirements:

The following education requirements are considered essential:

- Bachelor’s degree required in related field; Master’s degree preferred. (e.g. public administration, social work, human services management, child development, education etc.)

*** All requirements and skills are considered to be essential, unless otherwise indicated*

External and internal applicants, as well as position incumbents who become disabled as defined under the Americans With Disabilities Act, must be able to perform the essential job functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on a case by case basis.

The job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

I have read and understand the above description, and I am confident that I will be able to meet the requirements of this job.

Employee Signature

Date

Supervisor Signature

Date