DISTRICT 4 HUMAN RESOURCES DEVELOPMENT COUNCIL
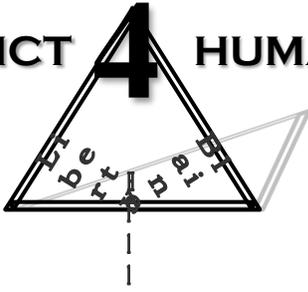
APPLICATION COVER SHEET

Job Title: Child Services Director

Wage: $24.50 per hour

Hours: 40 hours per week, 52 weeks per year

APPLICATION DEADLINE: Until Filled

POSITION SUMMARY: Responsible for planning, directing, and administering the 0-5 Early Childhood program. Plans, organizes, and monitors program operations, functions, activities, services, and staff. Ensure compliance with Head Start Performance Standards, Head Start Act and other applicable regulations.

PLEASE PROVIDE
1. COVER LETTER
2. RESUME
3. SIGNED JOB DESCRIPTION
4. COMPLETED HRDC 4 APPLICATION TO INCLUDE APPLICATION COVER SHEET

MAJOR RESPONSIBILITIES:

1. Plan, formulate, coordinate and implement the 0-5 Early Childhood program plan, provide the direction and leadership for all focus areas.
2. Coordinate efforts to ensure that the program meets its in-kind and volunteer requirements.
3. Facilitate and update community needs assessments and develop goals and options based on the resulting information.
4. Facilitate preparation of grant application and explain it to staff, policy groups, parents, and community.
5. Direct program operations in a manner consistent with the requirements of contractual agreements, laws, regulations, and funding documents.
6. Facilitate with Fiscal Officer the development of program financial plans and budgets and submit consolidated annual budgets to the Board of Directors, Policy Council / Committees and funding sources for approval.
7. Serve as liaison between program, grantee, policy groups, councils, and community agencies.
8. Work closely with Policy Council to ensure organization, training, and effective operation in accordance with Performance Standards. (45 CFR 1304)
9. Provides periodic written documents and program reports to the grantee administration, Policy Council, ACYF Regional office, and other agencies.
10. Develop plans for utilization of community resources. Initiates and maintains needed liaison and works closely with public and private agencies that can provide supporting services to Early Childhood families.
11. Develop, implement and maintain an ongoing evaluation system to ensure quality control of Early Childhood program including fiscal accountability and cost effectiveness.
12. Assign, develop, train, supervise, and evaluate program staff and their work. Review and make recommendations on personnel actions such as employment, retention, promotion, and termination.
13. Establish Child Development Associate and other career development opportunities for parents and staff. Develop and implements in-service training and technical assistance plan.
14. Establishes functional policies and makes tactical decisions within overall strategic direction with top management guidance

ADDITIONAL RESPONSIBILITIES:

1. Review all governmental statutes, regulations, transmittal notices and memorandums pertaining to the 0-5 Early Childhood program. Develops program policies and operating procedures based on this guidance.
2. Responsible for monitoring budget expenditures and budget revisions, property procurement and inventory control; and works to resolve program audit exceptions and implement management recommendations.
3. Develop the necessary systems and procedures to assure implementation of program coordination. Assist focus area specialists in preparing and updating focus area work plans.
4. Preside at various meeting of staff and special committees to obtain guidance, provide leadership, and coordinate the activities of these groups to the best interest of the agency and program.
5. Serves as an advocate for the Early Childhood Program. Promotes good public relations by serving on boards, committees, and participating in community activities.
6. Studies policies, methods and procedures and makes recommendations for modification as is necessary for the proper functioning of the program.
7. Utilizes evaluation data to maintain, correct, and/or improve delivery of program services.
8. Works closely with the federal regional staff to ensure effective delivery of services.
9. Provides personnel policy changes for approval by the policy council, parents' committee.

MINIMUM QUALIFICATIONS:

1. BA/BS in a field related to education or program management, such as Early Childhood Education, Business Administration, Public Administration, or Community Leadership.
2. Four years' experience in management of a grant funded program with administrative, fiscal and management duties, to include budget development and monitoring. Experience in an early childhood education program preferred.
3. Experience supervising staff, to include writing evaluations, holding staff accountable for following policies and procedures, and developing and implementing staff training plans.
4. Experience writing and managing grants to secure program funding.
5. Must possess or obtain within one year, the knowledge needed to ensure compliance with Head Start Performance Standards (HSPPS), Head Start Act, and Child Care Licensing (CCL) regulations.
6. Must possess a valid Montana driver's license and vehicle liability insurance, must have a good driving record and meet insurability requirements for agency automobile insurance policy.
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SPECIAL INFORMATION:
Current District 4 HRDC Early Head Start and Head Start Parents, current Clients and Volunteers, will receive an interview for employment vacancies for which they are qualified. (Please note on additional information section of application, if this pertains to you).

Occasional travel for trainings may be required. EXCELLENT BENEFITS ARE PROVIDED BY HRDC. Application will be rejected if incomplete or unsigned.

Background Check required before applicant is hired.

Please complete the application by typing or printing in ink. This application is valid only for the job detailed above. Future job openings will require a new application.

PLEASE ANSWER THE FOLLOWING QUESTION

1. From the Job Description for a Child Services Director please tell us what experience you have had that qualifies you for this position.

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