

**DISTRICT 4 HUMAN RESOURCES DEVELOPMENT COUNCIL  
JOB DESCRIPTION**

<b>TITLE:</b> Child Services Director	<b>SUPERVISOR:</b> HRDC Executive Director
<b>PROBATIONARY PERIOD:</b> 1 year	<b>SUPERVISES:</b> Education/Disability Manager Education/Mental Health Manager, Family Services Manager, Health and Nutrition Manager, Administrative Manager
<b>EMPLOYMENT HOURS:</b> 40 hours per week/Exempt Employee	<b>WEEKS PER YEAR:</b> 52
<b>Grade:</b> 24	<b>Starting Wage:</b> \$24.50 per hour
<b>POSITION SUMMARY:</b> 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.	

**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 program policies and procedures.
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.

#### **SKILLS, ABILITIES AND OTHER REQUIREMENTS:**

1. Demonstrated skills and abilities in management capacity relevant to human services program management.
2. Knowledge of the principles, practices, and objectives of Head Start and Early Head Start or comparable preschool child development programs.
3. Knowledge of pertinent federal, state, city, and other necessary law, rules, regulations, and guidelines.
4. Ability to communicate effectively with people of various social and economic backgrounds.
5. Ability to carry out duties independently and/or with minimum supervision.
6. Ability to work with varied groups and agencies in coordinating services.
7. Ability to accept and utilize supervision.
8. Ability to gather and analyze data and make concise, accurate reports and recommendations.
9. Must be able to work flexible schedule and travel to out of state meetings.
10. Willingness to use own vehicle as needed in the performance of job duties.
11. Must have excellent verbal and written communication skills.
12. Must be able to maintain confidentiality concerning staff and clients.
13. Must be able to work positively with children ages 0-5.
14. Able and willing to work with children and adults in a flexible schedule that may include some evening and weekend hours.
15. Annual Flu Shot
16. Must obtain a physical exam that clears applicant of all communicable diseases as soon as possible.

16. Possess current Infant, Child, and Adult CPR and First Aid certificates or obtain certification at the first available opportunity.
17. Satisfactory criminal background check and Child Protective Services background check.
18. Work well under pressure, meet multiple and sometimes competing deadlines. At all times demonstrate cooperative behavior with colleagues and supervisors.
19. Must have good computer skills and be willing to learn job related computer programs.

**WORKING/ENVIRONMENTAL CONDITIONS:**

1. Work is primarily in an office environment, free of excessive noise or other disagreeable elements; temperature is regulated, with less than 10 degree Fahrenheit variation.
2. Requires moderate physical effort moving between 5 to 25 pounds on a frequent basis (between 45% and 70% of time) and significant physical effort moving between 25 and 60 pounds on an intermittent basis (less than 15% of the time).
3. Incumbent must walk, stand, bend, kneel on an intermittent basis; Sit, use hands and arms, and speak on a frequent basis.
4. Required to participate in all children's activities on an intermittent basis, such as crawling or playing on the floor, walking, running, skipping, jumping, and climbing inside the classrooms and in the outside play area.
5. Work requires intermittent driving less than 15% of time.

**EMPLOYEE SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_