

TIU 11 has a vacancy for Director of Early Childhood Programs.

Applications will be accepted through May 16, 2022. To apply, please complete an application on our website: <http://www.tiu11.org>.

The Director of Early Childhood Services manages the administration/ operation of all programs. The Director ensures the smooth functioning of the program by supporting program goals in all areas to provide quality services to children and families. The Director is responsible for development, training and on-going work with the Policy Council. The Director will oversee all personnel, staff training and development, maintenance of facilities, materials and equipment and technology needs of the program. This position is the leader of the management team.

This position is directly responsible for the smooth functioning of the program and is ultimately responsible to the Early Intervention Program Supervisor.

Fundamental Duties/Essential Functions

Program Planning and Implementation

1. Keeps current on all aspects of the Head Start/Early Head Start Program Performance Standards, state and local regulations and how to implement them.
2. Responsible for 1301 of the Head Start Program Performance Standards as it relates to governance for the governing body and policy council.
3. Responsible for compliance with all regulations and policies related to the operations of the Pre-K Counts grant and for all required reporting to OCDEL.
4. Responsible for compliance with all regulations and policies related to the DHS funding for the home visiting grant of Parents as Teachers (PAT). Ensure all reporting is completed as required by DHS and PAT.
5. Responsible for Subpart I- Human Resources under the Head Start Program Performance Standards.
6. Develops goals and measurable objectives in accordance with federal and state guidelines.
7. Sets priorities and provides leadership for the implementation of the program's goals and objectives. Evaluates the outcomes according to objectives developed for the program and as required by federal regulations.
8. Develops and maintains specific program policies and procedures to meet federal, state and local regulations.
9. Works directly with the Policy Council to develop systems, policies, procedure and determine priorities, expand services and maintain community awareness.
10. Supervises the Senior Managers and administers the Head Start/Early Head Start/Pre-K Counts and Parents as Teachers grants on a day-to-day basis.
11. Reviews and approves all personnel actions, purchase orders and time records ensuring accuracy and completeness.
12. Responsible for ensuring participation in training opportunities, regional and statewide councils, state sponsored meetings, committees and task forces, of supervisors and staff as appropriate.
13. Responsible for program development and implementation, focusing on a family centered approach consistent with the goals and objectives of the program.
14. Supervises and participates in quality assurance programs to ensure quality of services and maintenance of standards of performance to include regular program evaluation and related surveys, maintaining statistical records and documentation.
15. Facilitates a team approach to management ensuring a favorable work climate and timely completion of all requirements.
16. Responsible for timely preparation and submission of accurate reports to the Policy Council, the Board of Directors and to the Program Supervisor
17. Invites participation by Policy Council members for appropriate tasks and demonstrates active communication regarding program concerns or needs.
18. Participates in the community assessment process.
19. Responsible for the overall agency career development and T/TA plans.
20. Oversees all facilities and assures they meet all requirements.
21. Performs other duties as assigned.

Budget and Fiscal

1. Responsible for daily budget oversight. Oversees coding of all payments and reviews detailed weekly transaction reports and budget comparison reports.
2. Identifies and pursues potential additional funding sources, grants, and local monies to support program activities as appropriate.
3. Understands, generates and documents in-kind and other allowable costs applied toward the non-federal share requirement.
4. Reviews and authorizes all expenditures and disbursements before submission to TIU fiscal department.
5. Prepares required reports for submission to the Executive Director, Policy Council and Board of Directors.
6. Responsible for the determination of allowability, allocability and accountability of all program expenditures.
7. Seeks and applies for other program related grant funding resources.

Supervision and Training

1. Conducts regularly scheduled staff meetings with senior managers, management staff and direct service staff.
2. Provides oversight and direction to senior managers regarding staffing patterns, job descriptions, performance standards, job priorities, etc.
3. Recruits and discharges staff in partnership with the managers/specialists/supervisors after discussion with program supervisor and following federal guidelines and TIU Special Project Handbook.
4. Sets goals, monitors, provides feedback and evaluates management team staff annually according to position description, performance standards and agency policy.
5. With the staff person responsible for personnel files, insures maintenance of up-to-date personnel files for all employees.
6. Oversees ongoing training in policies, procedures and program requirements to staff.
7. Oversees orientation and pre-service training to new staff in conjunction with the staff person responsible for personnel as well as the supervisor of the position.
8. Attends training sessions required by the Regional Office, OCDEL and other grant funded program requirements.

Community Relations/Public Affairs

1. Coordinates and supervises public relations for the program.
2. Coordinates and approves all news media releases in conjunction with the rest of the program.
3. Serves on community task forces and other groups as part of an integrated community services approach.
4. Prepares a year end annual report to capture program activity through data reporting.

Relationship with Policy Council and Agency Board

1. Attends and reports at all Policy Council meetings.
2. Attends TIU Board meetings as requested.
3. Keeps Policy Council informed of general program operations and requests their input and action as required by Head Start Program Performance Standards.
4. Provides or oversees orientation and pre-service training to new Policy Council members.

Staff Recruitment/Selection/Training

Talented and highly motivated people create highly functioning programs. It is essential that we attract and hire the best possible people so we can provide the highest quality of services for our children and families. It is critical that we prepare staff for the future by developing individual development plans, career development focus and tying it into the agency T/TA plan.

Fiscal Decisions

Fiscal decisions must be made with thorough knowledge of revenue in mind. Overspending or under-spending in this program can occur very rapidly. Expenditures must be made to benefit the children and

parents first, therefore strengthening the program services for them.

Policy Council/Parents

The Policy Council must be kept informed and participate in decisions as outlined by the Head Start Program Performance Standards. Their input is crucial to the effective functioning of the program. They are responsible for approving the grant application and any major budgetary changes so that funding may continue for the program. Approve the hiring and dismissal of all program staff.

Knowledge and Abilities

1. Thorough knowledge of Head Start / Early Head Start, Pre K and Parents as Teachers programs.
2. Knowledge of financial and budgetary management and program administration,
3. Knowledge of principles and techniques of supervision and personnel management
4. Knowledge of principles of grant preparation
5. Well developed public relations skills are required.
6. Knowledge of local resources, customs and language is helpful.
7. Ability to provide leadership and direction to all program staff, clients and community partners.
8. Ability to successfully manage a multifaceted program and to interpret federal and state laws pertaining to the program.
9. Ability to plan and direct activities; to write goals and objectives and to supervise the work of others.
10. Ability to establish and maintain effective working relationships and to communicate effectively verbally and in writing. Ability to handle complex and difficult assignments.

Language Skills

1. Ability to communicate ideas and instructions orally and in writing.
2. Ability to speak, read and write English to understand and be understood by others.
3. Ability to write reports and business correspondence.
4. Ability to speak before groups of individuals.
5. Bilingual skills helpful (English/Spanish).

Reasoning Skills

1. Ability to define problems, collect data, establish facts, and draw valid conclusions.
2. Ability to interpret an extensive variety of instructions.
3. Ability to summarize conclusions and instructions, then make recommendations and develop implementation strategies.
4. Ability to maintain strict confidentiality at all times, including the ability to recognize situations in which confidentiality is required.

Other Skills and Abilities

1. Ability to exhibit patience and tact when communicating with children, families, staff, management, funding agencies, referral sources and the public.
2. Ability to project professionalism in conducting daily activities.

Education and Experience

1. Minimum requirement is a Master's degree in Child Development, Early Childhood Education, Human Services or related field with supervisory experience.
2. Minimum of 5-10 year of experience in supervision of staff, fiscal management, and administration.
3. Courses in public administration to include budgeting, personnel, and supervision are helpful.
4. Bilingual (English/Spanish) preferred.
5. The program will verify references and complete a sex offender registry check. An initial health exam with acceptable tuberculosis screening results, a clear criminal records, FBI, and Child Abuse clearances check. These are required post job offers and prior to employment.
6. Current and former Head Start and Early Head Start parents will receive preference for employment vacancies for which they are qualified.

Physical Demands and Working Conditions

1. May be required to lift up to 25 pounds.

2. Noise level in the work environment may be moderate to loud.
3. Must be available for a variety of evening and weekend meetings as well as social and community events.
4. Travel by car, bus, airplane or train may also be required associated with attendance at conferences, meetings and other duties carried out at distant locations in and out of state and in some cases where some overnight travel may be required.