



POSITION DESCRIPTION

POSITION TITLE: EARLY HEAD START CHILD CARE PARTNERSHIP (EHS-CCP) PROGRAM DIRECTOR

Employment Status: Full Year – Full Time

Salary Classification: Salary - Exempt

Summary of Job: EHS/CCP Program Director is responsible for the overall structure, systems and procedures to facilitate program excellence in addition to operating responsibility for fiscal, legal, and programmatic aspects of the program.

Reporting Relationships: EHS/CCP Program Director reports to the Education Director

Direct Staff Supervised: EHS/CCP Program Manager, Infant & Toddler Coach, Health Nutrition and Disability Manager; EHS Program Assistant and Mental Health Consultant

Other Key Relationships: EHS/CCP Program Director will interact and develop relationships with ELNC Staff, parents, community partners, volunteers and other community early childhood program peers.

Essential Job Functions include but not limited to:

- Oversee the planning and implementation of the EHS-CCP program in accordance with the Early Head Start Standards and State Licensing.
- Analyze information and data from internal and external sources to set program goals and objectives
- Provide guidance and oversight to the ELNC EHS-CCP Policy Council attending all Council meetings and ensuring that all Council members are trained.
- Develop and oversee implementation of the EHS-CCP Monitoring plan, policies and procedures and service plan
- Lead the annual EHS-CCP Self-assessment and Community Needs Assessment.

- Ensure coordination with internal resources and contractual resources for health, services, family support and other services as needed.
- Lead all EHS Child Care Partnership activities.
- Ensure all EHS partners complies to the Head Start Standard
- Hire, supervise, monitor and evaluate EHS staff.
- Collaborate with HR to ensure all staff meet state, federal and local requirements for health, training and experience at all Partner sites - ELA, GRCC, Hands Connected, The Other Way Ministries (TOW), and the Covenant House
- Provide an orientation to the EHS-CCS Performance Standards to all new EHS-CCP related staff.
- Work with Finance Director to develop and manage the EHS-CCP budget.
- Participate in EHS-CCP fund development activities and grant writing.
- Ensure that all required reports are completed in a timely manner.
- Manage the day-to-day operations of the Early Head Start program.
- Support staff to ensure all 45 and 90 day EHS requirements are met.
- Meet with all EHS-CC partners to facilitate collaboration and quality of services between all sites.
- Ensure full enrollment in all sites
- Ensure 85% attendance in all EHS classrooms.
- Ensure effective transitioning strategies are in place and implemented.
- Adheres to all policies contained in ELNC's Employee Handbook
- Perform other duties as assigned

Essential Competencies Required:

- **Commitment to ELNC Vision and Mission-** The ability to understand, communicate and incorporate the ELNC Vision and Mission into behaviors and attitudes all ELNC staff are expected to exhibit while performing their job responsibilities.
- **Culturally Competent-** The ability to understand, communicate with, and effectively interact with people across cultures.
- **Flexibility/Resilience** – The ability to adjust to and thrive in a complex and changing environment; handles setbacks and failures with professionalism and candor; effectively and appropriately responds in the face of adversity or conflict.
- **Ability to Multi-Task** – The ability to handle multiple tasks and assignments; prioritizes more important tasks while maintaining a good handle on others; reports in a timely manner any barriers to task completion level ample opportunities for supervisor to adjust deadlines.
- **Results-Oriented Thinking and Behavior** – A genuine concern for effectiveness. Possesses the desire to get the job done with excellence; mentally is focused on getting the best results for actions taken; does not settle of mediocrity.

Knowledges, Skills, And Abilities:

- Sustained concentration and ability to handle multiple tasks often simultaneously
- Significant diagnostic and problem solving skills

- Ability to direct and assess the performance of program supervisors and consultants
- Ability to handle highly stressful and sensitive situations in a professional manner
- Ability to interpret and implement complex policies and regulations
- Ability to work independently and maintain professional boundaries and confidentiality
- Ability to exercise tact and discretion in all employee interactions
- Frequent sitting for long periods using computer keyboard, telephone and other office machines
- Strong organization and time management skills, ability to meet tight deadlines

Minimum Required Education and Experience:

- Minimum of a Bachelor's Degree in Early Childhood Education, and a minimum of three years' professional leadership/management and supervisory experience preferably in educational non-profit
- Significant experience in administration, including knowledge of State licensing requirements and Head Start Performance Standards. Strong knowledge of best practices and systems in the field of early childhood
- Experience in fiscal management
- Experience in design and delivery of training
- Strong computer skills, including internet and e-mail, excel and the ability to learn new systems as needed
- Valid Michigan Driver's License/proof of auto insurance/annual DMV check required
- Current enrollment in Child Care Division - Central Background Registry

Preferred Education and Experience:

- Master's Degree in Early Childhood Education

Additional requirements of the position:

- Position is identified as having regular contact with children in accordance with public law; therefore, a criminal background check must be completed
- Program activities frequently take place in the center/site (permanent and mobile), family homes, and other community locations
- Walking, standing, bending, and carrying of small and light objects

Signatures:

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Comment:

Employee: _____ Date: _____

Supervisor signature below acknowledges that they have reviewed the job description with the employee.

Comment:

Supervisor: _____ Date: _____