

## Northwest Michigan Community Action Agency, Inc. Job Description

Job Title:	Early Childhood Programs Director
Department:	Child Development
Reports to:	Executive Director
Grade:	D
Supervises:	Supervises the Management Teams of Head Start, Early Head Start and GSRP
FLSA Status:	Exempt
Prepared by:	K. Baughman
Date:	1/26/18
<p>Purpose:</p> <p>The Director provides overall leadership and oversight in the planning, design, implementation, and evaluation of all program components of NMCAA Child &amp; Family Development / Head Start / Early Head Start (EHS), and Great Start Readiness Program (GSRP); represents the agency in the local, regional, and national communities; and promotes sound organizational management innovations.</p> <p>Northwest MI Community Action Agency (NMCAA) is the Community Action Agency serving the ten counties of Northwest Lower Michigan. NMCAA strengthens communities by linking services, resources, and opportunities while working with individuals and families to achieve greater self-sufficiency, economic security and independence.</p>	
<p>Essential Functions:</p> <ol style="list-style-type: none"> <li>1. Develop, direct, and maintain Child &amp; Family Development and related services in the NMCAA service region.</li> <li>2. Ensure adequate systems in place to maintain highest quality of services to children and families in compliance with Head Start Performance Standards.</li> <li>3. Implement the rules and regulations of the Great Start Readiness Program (GSRP) while coordinating services with Head Start.</li> <li>4. Plan, revise, implement, manage, and monitor grants/contracts as necessary in conjunction with the Policy Council, NMCAA Board, Controller, and Executive Director. Ensure compliance with all grant/contractual guidelines and requirements, and prepare/submit reports to all appropriate agencies and/or entities as required.</li> <li>5. Work closely with key staff to align Child Development programmatic activities, goals, and objectives with overall agency mission, expectations, and philosophy.</li> <li>6. Develop and maintain programmatic structure that most efficiently and cost effectively accomplishes the program goals and objectives, maximizes staff growth and productivity, and is responsive to staff, client, and community needs.</li> <li>7. Facilitate ongoing monitoring and annual program self-assessment to ensure continuous quality improvement, compliance and progress toward program goals.</li> <li>8. Plan, develop, implement, and maintain additional resources, programs, and/or services, as appropriate, designed to improve the lives of low income children and families.</li> <li>9. Arrange for or directly hire, train, supervise, and evaluate programmatic/support staff in conjunction with the Policy Council and other appropriate NMCAA staff.</li> <li>10. Promote and support an inclusive, respectful and professional work environment</li> <li>11. Ensure consistency in service delivery across program with attention to inclusive practices and integration of component areas; encourage continuous improvement of systems.</li> <li>12. Ensure coordination among components, across levels and within the organization.</li> </ol>	

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13. Work closely with Executive Director and other Department Directors to promote and continue overall agency cohesiveness and philosophy, and coordination of programming and flow of information.
14. Work closely with Department Directors to develop and implement methods to assess community needs, client needs, and method for clients to provide input regarding program services and impact.
15. Work with Controller to supervise, monitor, and control budget expenditures in accordance with regulations, policies, and procedures.
16. Assure that commitments of grant funds are allowable, allocable, and reasonable according to the OMB Super Circular.
17. Negotiate as necessary contracts/arrangements with suppliers, and monitor same for compliance, optimal cost efficiencies and other economic considerations.
18. Maintain the Policy Council as an involved, well-informed functioning body for best quality execution of governance role, and Performance Standards compliance.
19. Ensure the effective and efficient use of Agency facilities, equipment, materials, and office support services.
20. Establish and maintain relationships and collaborations with public school districts, systems of higher education, and other community agencies and partners.
21. Develop public information and coordination activities designed to promote support, understanding and utilization of department programming by NMCAA components, other agencies, and the community at large.
22. Prepare and present concise written materials as required, and perform public speaking as necessary.
23. Performs other related duties as required and/or assigned.

Measured by:

1. Results and outcomes of Child & Family Development Departmental monitoring and audits.
2. Feedback from agency leadership, staff, and community partners.
3. Completion of balanced budgets in areas of control.
4. Flexibility to adjust to situations and react as necessary for the betterment of the agency.

Minimum Education:

1. Bachelor's degree or equivalent in Early Childhood, Management, Human Services, or related field.

Minimum Experience:

1. Five years' experience in administration and management.

Essential Abilities:

1. A commitment to the NMCAA philosophy and mission.
2. Ability to maintain confidentiality.
3. Ability to interact positively with co-workers and clients in a non-judgmental, tactful and courteous manner.
4. Ability to suggest innovative approaches in completing job responsibilities.
5. Ability to work openly and cooperatively as a team member with agency and community members.
6. Ability to perform physical tasks to carry out specific job duties.
7. Ability to plan, organize, prioritize and multi task.
8. Strong public speaking skills and the ability to prepare and carry out trainings.

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**Minimum Skills Required:**

1. Leadership
2. Strategic Thinking
3. Effective interpersonal, written, and verbal communication skills
4. Decision-making ability
5. Ethical conduct
6. Client focus
7. Results driven
8. Problem solving/analysis

**Minimum Physical Expectations:**

1. Physical activity that often requires keyboarding sitting, phone work and filing.
2. Physical activity that often requires extensive time working on a computer.
3. Physical activity that often requires car travel.
4. Physical activity that often requires lifting under 25 lbs.
5. Physical activity that sometimes requires bending, stooping, reaching, climbing, kneeling, and/or twisting.
6. Physical activity that sometimes requires pushing and/or pulling over 25 lbs. but not more than 50 lbs.
7. Physical activity that sometimes requires lifting over 25 lbs. but not more than 50 lbs.
8. Physical activity that never requires lifting of more than 50 lbs.

**Minimum Environmental Expectations:**

The Early Childhood Programs Director position operates in an office setting. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines. The employee also uses a vehicle which exposes them to potential traffic dangers and exposure to weather conditions.