

Oregon Child Development Coalition

JOB DESCRIPTION

Position Title: Program Director I, II, and III
Wage/Hour/Status: 16,17, and 18 Exempt
Reports to: Director of Operations

Employee's signature of acknowledgment and understanding of this document:

Name

Date

Position Summary:

Manages and administers the overall county operation within the guidelines of local, state and federal regulations and mandated standards of programs operated. Facilitates the smooth integration of program services and provides leadership to the county team of staff and parents.

Essential Functions:

Regular and consistent attendance is an essential function of this position.

1. Ensures compliance with Head Start Performance Standards by:
 - Planning, developing, and implementing local work-plans, systems and procedures.
 - Overseeing documenting/collecting of data for Program Information Report (PIR) and conducting community assessments.
 - Monitoring program service areas to evaluate quality of systems and implementing improvements.
 - Collaborating with program Specialists to implement program systems and to assess areas of program concerns.
 - Developing and implementing program improvement plans with appropriate Central Office staff.
 - Ensuring collaboration and integration between service areas for the implementation of program systems and best practice.
2. Complies with Federal, State, and local regulations to ensure center certification(s) by:
 - Following local/state ordinances/regulations regarding health, sanitation, fire, etc. in order to secure and maintain center certification(s).
 - Training staff on state regulations (Child Care Division CCD bluebook).
 - Establishing a positive and collaborative working relationship with certifiers.
 - Being informed of and following miscellaneous local ordinances and new legislation.

3. Establishes and maintains secure climate for staff, children, and parents by:
 - Including staff/parents in decision-making process.
 - Giving positive feedback and addressing concerns in an expedient manner.
 - Implementing programs or activities that promote positive staff morale, wellness, productivity, and rewards.
 - Mediating conflicts between staff and parents to include adhering to policies.
 - Interacting with staff/parents in program activities as required by program need.
4. Establishes a safe/appropriate environment by:
 - Collaborating with appropriate Central Office staff for development of new facilities.
 - Ensuring safe center visitor/volunteer sign in procedures.
 - Ensuring facilities and equipment acquisition and maintenance in accordance with Agency procurement guidelines, in collaboration with appropriate Central Office staff when necessary.
 - Collaborating to include locating property/facilities, seeking approval from officials, attending public hearings.
5. Establishes and maintains community partnerships and advocating for migrant and low income families in Oregon by:
 - Representing OCDC in community meetings and functions as related to program needs.
 - Ensuring county staff involvement in community activities.
 - Ensuring communication with local schools to aid in smooth transition of children and families.
 - Overseeing and/or negotiating agreements/contracts with outside agencies providing services to program.
 - Investigating community (third party) complaints and facilitating the resolution process.
 - Promoting and maintaining a positive image of the county in the community.
 - Seeking funding, in-kind, services, training, and volunteers from all possible local sources in conjunction and collaboration with appropriate Central Office staff.
6. Manages and maintains overall fiscal operations of the county by:
 - Developing a budget in collaboration Central Office Fiscal staff, county staff/parent participation, following Agency guidelines.
 - Managing budget to include reviewing fiscal reports with staff/parents, approving expenditures, monitoring and controlling costs, reallocating funds as needed.
 - Delegating responsibility of service area budgets to county management team.
 - Monitoring service area management of budgets.
 - Monitoring reimbursements/expenses.
 - Ensuring inventory process of consumable supplies is maintained.
 - Ensuring the implementation of in-kind procedures and all in-kind reporting to Central Office.

7. Ensures parental involvement throughout the programs by:
 - Facilitating the formation of local parent center committee and ensures/provides training and support.
 - Collaborating with County Executive Committee on decision-making.
 - Providing training and ensuring parent participation in the interviewing/hiring process.
 - Investigating parent complaints and facilitating the resolution process of parents and staff in accordance to Agency policies and procedures.
 - Ensuring that all staff are trained on their role in parent involvement to include development of a wide variety of activities and volunteer opportunities.
 - Planning with staff and County Policy Council (CPC) for meetings and trainings as required and requested.

8. Manages administration of county personnel by:
 - Directly supervising county management team.
 - Ensuring the hiring of qualified staff.
 - Clarifying and interpreting established policies and procedures.
 - Directing the overall recruitment and selection of staff.
 - Mediating conflict between staff.
 - Participating in development of organizational structure to ensure the supervision of all staff.
 - Ensuring staff orientation, training, and development to meet job requirements and expectations.
 - Implementing staff disciplinary procedures in accordance with Agency policy and procedures in collaboration with Central Office Human Resources.
 - Ensuring compliance with Agency policies and procedures with regard to wage and hour, compensation, and benefits.

9. Establishes and maintains a cohesive working team by:
 - Implementing, maintaining and ensuring the Agency communications systems within the county.
 - Participating in developing and maintaining the flow of information throughout the Agency.
 - Ensuring consistent and effective communication with Central Office staff, including regular participation in Director and Management Team meetings.

10. Maintains county staff performance results by:
 - Providing guidance and positive reinforcement to include conducting and reviewing staff performance.
 - Developing a process to ensure program effectiveness through employee performance plans.
 - Planning, monitoring, and appraising job results to include review of documentation, memos, notes, and other data.
 - Ensuring that county management team provides effective supervision, coaching, and counseling.
 - Ensuring compliance with Agency occupational safety and health standards.

11. Maintains professional and technical knowledge by:
 - Attending educational workshops and reviewing professional journals.
12. Maintains confidence and protects agency operations by:
 - Keeping information confidential.
13. Demonstrates commitment and safety leadership by:
 - Corrective action, consistent implementing of safety rules and policies, violence prevention, emergency preparedness and implementing preventive programs.
 - Securing compliance of state and federal safety standards.
 - Ensuring the assignment of management staff to all facets of safety administration.
 - Collaborating and assisting in the development of safety and health committees.
 - Ensuring the establishment a safety committee.
14. Other responsibilities:
 - Performing other work related or assigned duties.

Education and Job Requirements:

Bachelors degree in Early Childhood Education, business, or strongly related field preferred, with a minimum four years supervisory/management experience preferably in a Head Start program, non-profit organization, or child care center management, with experience administering and controlling budgets **OR** AA/AS degree in ECE with a minimum of six years experience working in a closely related field such as a child care center or Head Start program in a supervisory capacity, with strong administrative experience and obtain level four of professional registry within six months.

Other Job Requirements:

1. Must be registered with Oregon's Central Background Registry.
2. Ability to pass an agency sponsored physical examination. TB test documented.
3. This position is an authorized driver and must possess current driver's license, good driving record, and auto insurance coverage as defined by OCDC Policy.
4. Must be computer literate with working knowledge of IBM computers, MS Windows Microsoft Word, and other applicable software. Knowledge of Excel spreadsheet highly desirable.
5. Knowledge of the Migrant Head Start, Parent-Child Center, and Oregon Pre-Kindergarten programs desirable.
6. Demonstrate knowledge and strong commitment to the laws that protect children in the State of Oregon.
7. Must enjoy working with and be sensitive to the needs of low income and minority families
8. Extensive travel required.
9. Current First Aid and CPR cards with infant CPR.

Other Skill Requirements:

1. Bilingual Spanish/English preferred. Ability to read, write, and understand English. **Bilingual fluency may be required at some sites.**
2. Excellent communication and organizational skills.
3. Ability to work and relate positively with children and adults.
4. Excellent supervision/managerial skills.
5. Training/development skills.
6. Must perform duties with little direction given, operating from established directions and instructions. Decisions are made with general agency policy constraints, but frequently requires independent decision making.
7. Ability to actively participate in team development and team oriented processes and motivate others to do the same as required.

Physical Requirements of the Job:

See Human Resources for Physical Job Analysis.

Job Conditions:

May work outdoors intermittently with exposure to typical Oregon weather. There may be frequent interruptions, working alone, evening or weekend work, working long hours during peak periods. Incumbent in this position will have to travel frequently to attend meetings, workshops, seminars, and other related activities.

Mental Requirements of the Job:

Continual interaction with co-workers, parents, and children for information exchange, problem solving, and negotiating. Must relate positively to children and adults. Frequently faces deadlines with attention to detail and must complete tasks in a timely manner. Must gather and analyze data and regulatory material and make presentations to local staff and outside agencies. Considerable amount of variable levels of concentration with frequent or constant interruptions. Must be able to handle multi-faceted tasks on a frequent basis. Must be able to work in an environment with work place pressure and to actively participate.

This agency believes that each employee makes a significant contribution to our success. This job description in no way implies that these are the only duties to be performed by the employee. At all times, employees will be required to follow any instruction and to perform any other duties within this or a lower job level upon the request of the supervisor. At times, employees may also be required to perform higher level duties.