POSITION: Early Head Start Child Care Partnership Director for
CCRI Early Head Start-Child Care Partnership (EHS-CCP)
STATUS: Full Year Position/Exempt
REPORTS TO: Sr. Vice President of Early Learning Quality Advancement

Seeking Early Head Start-Child Care Partnership Director

The Early Head Start-Child Care Partnership (EHS-CCP) is a new program of Child Care Resources Inc. (CCRI). Recently awarded, the grant provides high quality center-based Early Head Start services to 300 children and families in Mecklenburg and Burke counties. CCRI contracts with 13 five-star rated centers for services.

The EHS-CCP Director (“Director”) provides leadership, project oversight, day to day management and staff supervision to CCRI’s EHS-CCP program and is responsible for the overall structure, systems and procedures to facilitate and achieve program excellence.

Director oversees all fiscal, legal, programmatic, evaluation, reporting and human resource aspects of the program in accordance with federal Head Start Performance Standards and in collaboration with selected partner agencies and stakeholders. Director is responsible for the local planning, implementation, evaluation, and reporting of EHS-CCP outcomes and ensures that management functions are properly fulfilled. Director ensures CCRI’s and partners’ adherence to and compliance with Head Start Performance Standards and supports providers’ efforts to remain in compliance with all applicable licensing and state/local regulations. Director serves as the connecting link between the Head Start governing bodies, staff, parents, community agencies and the North Carolina Division of Child Development & Early Education (NCDCDEE).

Director must be a strong leader with excellent critical thinking/problem solving skills. Director must be able to work effectively in a dynamic, growing, multicultural, and collaborative program dedicated to serving the needs of 300 low-income children and their families in Mecklenburg and Burke counties. THE CCRI EHS-CCP program will partner with approximately 13 independent, community-based, privately operated, licensed, star-rated child care programs.

Candidate must possess MA/MS in early childhood education (or related field) and have at least 5-8 years of educational administrative experience (preferably in Early Head Start, Head Start or a child care setting). Excellent program, budget, grant writing, information systems, management, public relations and supervisory skills are essential. Bilingual skills a plus.

CCRI is a private, nonprofit organization based in Charlotte, NC, that works at local, regional and state levels to improve the quality of and access to early care and education and school-age child care.

Please send letter of interest, salary requirements, resume and three work related references and to: jfivas@childcareresourcesinc.org. Position will be posted until it is filled.
Early Head Start – Child Care Partnership (EHS-CCP) Director

JOB DESCRIPTION

SUMMARY

Leading the development and implementation of CCRI’s Early Head Start-Child Care Partnership Program, the EHS-CCP Director (“Director”) needs to be an interdisciplinary and creative thinker who can be innovative as well as pragmatic. Director will provide overall leadership in the planning, design, implementation, and evaluation of all components of the EHS-CCP program. Successful candidates will have strong early childhood education program planning, organizational, administrative, and financial management skills.

Strong leadership and management skills are critical for the Director to be effective and persuasive in presenting EHS-CCP and its mission to its partnering organizations, various government agencies and the public. Oral and written communication skills are essential to build relationships with families, staff and community partners. Director will represent CCRI in the local, regional, and the national communities, promoting sound organizational and programmatic innovations. Director will be equally adept at developing relationships with local groups as well as with leaders engaged in national conversations about early care and education. Director will be comfortable in a hands-on role and willing to do the essential tasks required to meet the goals of CCRI and the EHS-CCP.

QUALIFICATIONS

- M.A. or M.S. required and relevant credentials/certificates in early childhood development, education administration, education, special education, or other related field.
- At least 5-8 years of professional leadership/management and supervisory experience in administering a comprehensive, community-based early childhood education and family development program (preferably serving children birth to three and families) in an educational nonprofit; prior senior management experience in Early Head Start or Head Start preferred.
- Strong knowledge of theories and practices in Early Childhood Education/Child Development and Family/Social Services with a focus on infant/toddler development.
- Significant experience with the budgetary, administrative, and organizational complexity of managing multiple grants and balancing regulatory requirements with budget constraints and growing community need.
- Strong background in program, human resources, and fiscal management within a non-profit or human services organization.
- Excellent oral and written communication skills as well as experience in the design and delivery of training and other formal presentations (public speaking experience preferred).
- Experience in developing and implementing program systems, training and technical assistance, grant development and writing, grants management and grant reporting.
- Understanding and sensitivity to the needs of and appropriate interventions for “high risk” populations and working knowledge of communities/counties’ needs and resources.
➤ Working knowledge of the regulatory environment and Head Start Performance Standards.

➤ Excellent interpersonal skills and experience working with diverse populations both in the community and supervising a diverse staff.

➤ Intermediate to advanced computer skills (Microsoft Office Suite & Child Plus); IT and information management systems experience preferred.

➤ Bilingual in English/Spanish preferred.

➤ Hold (or be eligible to hold) NC Early Educator Certification (EEC) at Level 11 or higher from the NC Institute for Child Development Professionals.

➤ Have a valid North Carolina Driver’s license and proof of insurance and provide own vehicle.

➤ Health Appraisal Questionnaire, with a negative TB test is required at hire and must be updated annually.

➤ Must pass and maintain a comprehensive Criminal Background Check as required by the North Carolina Division of Child Development & Early Education, CCRI, and Head Start Performance Standards.

**JOB REQUIREMENTS**

**Overall**

➤ Direct the overall operations and management of the CCRI EHS-CCP program. Provide leadership on implementing or exceeding Head Start Performance standards. Supervise EHS-CCP management team members.

➤ Build staff capacity to lead a high quality program for families and children and ensure consistency with EHS-CCP mission and goals.

➤ In compliance with Head Start Performance Standards, ensure adequate management and program monitoring systems are in place to maintain the highest quality EHS-CCP services to children and families.

➤ Promote evidence-based and promising program practices and strive for excellence.

➤ Promote family participation and leadership at all levels of EHS-CCP, including Parent Policy committees and Council. Ensure effectiveness of the Policy Council.

➤ Work effectively with EHS-CCP Provider partners. Establish regular systems of communications in order to clearly communicate expectations, understand issues and concerns and provide directly, or through delegation, support for program implementation.

➤ Implement and monitor ongoing quality improvement plans to ensure that all applicable federal program requirements, policies and guidelines are met by EHS-CCP partnering organizations.

➤ In conjunction with program staff, consultants and/or partners, develop, implement, review and revise program service plans, policies and procedures.
Interpret and implement complex policies and regulations.

Work with CCRI’s executive team and the EHS-CCP management team to gather and analyze needs assessment data in order to develop and implement multi-year strategic planning goals, objectives and policies.

Lead the annual EHS-CCP self-assessment process and include staff, parents, Policy Council and governing board members.

Lead a complete Community Assessment process every three years with an annual update.

Ensure delivery and monitor effectiveness of training and technical assistance contracts, especially during the first 18 months of contract implementation.

Finance

Maintain close working relationships with the Senior Vice President for Finance and the EHS-CCP Finance Manager for budget planning and fiscal oversight. Adhere to established guidelines for purchasing, billing and documentation. Work with CCRI’s Finance Department staff.

Assume primary responsibility for developing and implementing systems to ensure that CCRI’s annual non-federal share match requirement is fulfilled and documentation is kept to an auditable standard.

Prepare and maintain annual EHS-CCP budgets within the agency and for funding sources, and develop related proposals for new funding.

Ensure compliance with all grant awards.

Human Resources

In conjunction with CCRI’s Human Resource staff, manage the EHS-CCP staffing by complying with all applicable laws, regulations, agency personnel policies and procedures. Ensure Policy Council input into the hiring and/or firing EHS-CCP staff.

Monitor EHS/CCP staff through regular (at least monthly) meetings, supervision, team meetings, partner meetings and reviews of files and documentation.

Coach and mentor CCRI EHS-CCP staff to ensure the implementation of high quality program services and effective management systems. Support managers who supervise staff.

Encourage and support professional development of all CCRI EHS-CCP staff. Promote training that meets team and individual needs.

Systems Development and Evaluation

Monitor managers and ERSEA Specialist’s work to ensure that 1) child care partners’ EHS-CCP spaces are fully enrolled 2) across all EHS-CCP sites at least 40% of EHS-CCP children served also receive child care subsidy, and 3) attendance is above 85%. 

Participate in the design of EHS-CCP internal structures, systems and policies. Lead the development of monitoring systems that ensure program accountability through full implementation of best practices, policies and procedures.

Ensure that child, family and program data are accurately entered into ChildPlus and/or other software on a timely basis. Ensure the data is accurately and effectively maintained and updated as appropriate.

Ensure that policies that address confidentiality of data gathering, sharing and other private matters are in place and adhered to across the EHS-CCP program. Comply with all governmental privacy laws, including but not limited to HIPPA Privacy Procedures. Strict confidentiality in accordance with established policies and procedures must be adhered to at all times.

Maintain current information/knowledge of all applicable standards, regulations and funding requirements.

Ensure consistency and coordination in EHS-CCP service delivery with attention to inclusive practices and integration of component areas; encourage continuous improvement of systems.

Initiate data collection, analysis and documentation of promising practices implemented by EHS.

Assist Project staff and partners to view the EHS-CCP program (services and management systems) as a whole entity.

Ensures that staff provide timely and accurate information to parents, Policy groups, staff and community members.

Prepare the annual Program Information Report (PIR). Ensure systems are in place that feed data for PIR development.

Community Outreach

Promote and publicize the program throughout the service area in a way consistent with CCRI’s EHS-CCP mission, values, and goals.

Create needed Memoranda of Understanding (MOUs), interagency agreements and contracts etc. to ensure that services can be coordinated for children and families, in compliance with Early Head Start mandates for services coordination, including Early Intervention referrals.

Establish and maintain relationships and collaborations with public school districts, systems of higher education, and other community agencies and partners.

Participate in professional development activities and organized community events.

Share pertinent information regarding work progress, successes, barriers, concerns and other areas that may have an impact on the program services or image.

Participate in the development of collaborations for possible future expansion of families, services and/or add value to existing services.
Other

- Prepare reports and presentations to parents, Policy Council, staff, CCRI Board of Directors and community groups to provide information and to ensure collaboration and promote advocacy.

- Determine and prioritize a demanding workload while being flexible to emergent/unplanned needs and situations. Handle stressful and sensitive situations in a professional manner.

- Investigate issues, collect data, and recommend a course of action for administration and operational concerns.

- Attend trainings, meetings and activities as required to meet Performance Standards or as assigned.

- Read management and leadership materials and program-related materials to keep abreast of developments in comprehensive early childhood programs.

- Participate in CCRI staff meetings and attend other agency meetings as required.

- Work independently and maintain professional boundaries and confidentiality.

- Be available for flexible scheduling needs, including occasional evening and weekend work.

- Travel within the state (primarily Mecklenburg and Burke counties) and occasionally out-of-state.

- Use a computer keyboard, telephone and other office machines and frequently sit for long periods of time.

- Occasionally lift up to 25 pounds. Reach with hands and arms; and stoop, bend, kneel, crouch, or crawl. Be able to stand or sit as needed.

- Obtain certification in First Aid and CPR within six months of the date of accepting position.

- Perform other duties as requested to ensure and enhance the successful operation of the EHS-CCP program and overall operations of CCRI.