

JOB OPENING (JOB CODE: HR001)

[JOB TITLE:] Child Development Director

[SALARY:] Negotiable

[CONTACT:] Human Resources Dept., 2701 S. Chase Avenue, Milwaukee, WI 53207

[LOCATION:] McAllen, Texas

[STATUS:] Full Time

[TERM:] Regular

[CLOSING DATE:] Until Filled

[APPLICATION DEADLINE:] Until Filled

[NUMBER OF OPENINGS:] 1

[JOB TYPE:] Internal/External

[SUMMARY:]

Under the general direction of the Deputy Vice-President or Associate MSHS Director, is responsible for the planning, development, recordkeeping, and reporting, training and technical assistance and oversight of regional programs in Early Care Education programming, including providing training and technical assistance in accordance to the Head Start Performance Standards, HS Early Learning Outcomes Framework (HSELOF) and state licensing standards. Is responsible for ensuring one operational structure and procedures are in place to support Early Care Education (ECE) and children's attainment of school readiness. Will coordinate and monitor the implementation of services to pregnant women and oversee and provide guidance regarding newborns

[JOB DUTIES:]

- 1) Is responsible for creating a cohesive ECE structure among regions and establish lines of communication and protocols concerning Program Area Services.
- 2) Is responsible for creating operational manuals for ECE to include Policies and Procedures, Forms, program plans and submit recommendations to the Administrative Team.
- 3) Develop a systematic approach to reporting, tracking, and monitoring program services area with input from other Program Area Service Directors.
- 4) Maintain best practices across regions by adhering to the most stringent program requirements when possible.
- 5) In coordination with other Program Services Director, develop a comprehensive work plan that includes Infant/Toddler and Pre-School services, and provides training and technical assistance to the Child Development Coordinators and other program personnel.
- 6) Design and implement a Child Development Program that includes a School Readiness Plan, updating the child development manual, selecting appropriate curriculums, screening, and assessment tools that are researched-based, addressing school readiness, and formulating a documentation process that captures child's progress.
- 7) Is responsible for the development and/or maintenance of a School Readiness Advisory Committee, includes representation from parents, staff, board members, school, and institutions of higher learning.
- 8) Oversee the regional program purchases of developmentally appropriate classroom supplies, materials, equipment, and ensures appropriate inventory measures are implemented.
- 9) Works closely with Regional ECE staff to ensure adequate classroom supplies and equipment are available to staff and that buses (where applicable) and schedules are appropriate for young children.
- 10) In coordination with Early Intervention personnel, create protocols to address classroom environments, lesson plans, and individualized plans that address the needs of children with disabilities.
- 11) Track child outcomes and program quality assessment data across classrooms, centers, and regions, analyze data, and make program development recommendations based on the analysis.
- 12) Provide feedback and Professional Growth opportunities to regional ECE staff based on data results gathered from tools such as CLASS, Learning Environments, Curriculum Assessment to ensure all Children's Needs and outcomes are met.
- 13) Develop parent training and parent engagement opportunities to enhance their skills as primary educators of their children using home learning activities, family nights, planning educational activities, and volunteer opportunities.
- 14) Coordinate with other program directors in creating transition programming, policies, and procedures in addressing transition events in Head Start, including children transitioning to kindergarten.

- 15) In coordination with Program Directors, create systems for the gathering /compiling, synthesis and analysis, and interpretation of relevant data that will be utilized for the completion of a community assessment and help in the development of program goals and objectives to meet these needs.
- 16) In Coordination with Family Services personnel, work with Policy groups and/or parents to obtain feedback and approval on Child Development program requirements as delineated in the Head Start regulations.
- 17) In coordination with Program Services Directors, create and implement a Volunteer Program that embraces community and family participation and ensures that volunteers' activity and time meet Federal, State, and Local requirements for nonfederal share.
- 18) In coordination with Program Services Directors, assist in developing and implementing a comprehensive Child Development Training and Technical Assistance Plan including orientation to new personnel and ensure all training elements have been covered before teaching staff assumes duties.
- 19) In coordination with Program Services Directors, will create and develop systems for timely data entry of services and recordkeeping and reporting systems including but not limited to the Family Data Base System such as *CHILDPLUS*, Education, family, health and transitional services monthly reports, PIR reports and community assessments.
- 20) Attend meetings, conferences & workshops as assigned, performs special projects and other related duties as assigned.

[QUALIFICATIONS:]

1. Master's Degree in Early Childhood Education, Elementary Education, or related field.
2. Must have at least 5 years' experience in Early Childhood Education program setting, including demonstrated training skills
3. Able to communicate in both English/Spanish. PREFERRED
4. Must possess Presentation and communication skills
5. Must possess basic computer skills
6. Willing to travel and work irregular hours.
7. This position requires travel up to 25% of the time, both intrastate and interstate.
8. Must have a car, valid driver's license, and adequate auto insurance.

WORK ENVIRONMENT

The demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations will be considered to enable individuals with disabilities to perform the essential functions.

Physical Demands: 1) employee is frequently required to stand, walk, sit, bend; 2) occasionally required to lift and /or move up to 40 lbs.; 3) occasionally required to drive; 4) frequently exposed to moderate temperature generally encountered in a controlled temperature environment; 5) noise level in this work is usually quiet to moderate.

Tools & Equipment Used: a) phones, computer system; b) fax machine, copy machine, laminator, typewriter, calculator; c) first aid equipment, fire extinguisher. Usage varies by position.

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05/13/21