

Child Development Manager

JOB CODE: HS001

Schedule: Ex. Full Time On Site

Work Status: Regular / Exempt

Salary: \$48,692.80 - \$60,866.00 - Based on education and experience

Location: Donna, Texas 78537

We Invite You to Join UMOS' Diverse & Dedicated Team

Earn up to \$3,000 in incentive pay during your first year of employment!

Are you a motivated, results-oriented candidate seeking to put your talents, skills, and experience to work as part of a mission-driven, customer-focused organization? If so, we invite you to join UMOS' diverse and dedicated team of over 1,000 professionals making a positive difference across more than 60 offices in seven states. Whether you are passionate about facilitating early childhood development; providing training and career planning for a parent; aiding a farmworker in accessing basic needs and new opportunities; educating at-risk individuals in HIV prevention; or supporting those fleeing domestic violence or human trafficking, UMOS is the place where you can fulfill your passion for helping families, businesses, and communities build better futures.

Benefits

To support its team members, UMOS offers highly competitive compensation as well as a benefits package including:

- Paid time off that increases over your years of service
- 12 paid holidays annually
- A robust range of insurance covering health, dental, vision, life, short- and long-term disability, and accidental death & dismemberment
- The options to establish either a Health Savings Account or Flexible Spending Account, which can be used to cover deductibles, prescriptions, and other healthcare expenses
- A variety of support services to promote well-being through the employee assistance program
- Retirement plan options, including 401(k) and Roth IRA, allowing you to make pre-tax or after-tax contributions. For those participating in the 401(k) Retirement Plan, UMOS annually contributes at least 3% of employees' eligible compensation

Advancement

In addition, UMOs offers opportunities for advancement. In fact, a number of the senior management, including Lupe Martinez, President & CEO, were promoted from within the organization.

Diversity & Equal Opportunity

UMOS is proud to be an Equal Opportunity Employer, and encourages qualified candidates of all backgrounds to apply, irrespective of race, ethnicity, color, religion, sex, national origin, sexual orientation, marital status, disability, age, parental status, and military service, or any other status protected by federal, state, or local law. In fact, 78% of senior management positions are held by people of color and women.

Do you want to make a positive impact on a child's learning experiences? If you do, you will lead and mentor a team of dedicated teaching personnel to focus on this endeavor with the ultimate goal of enhancing a child's classroom experience that will result in his/her success in life.

Under the general direction of the Regional Director is responsible for the planning, development, and implementing all aspects of the program that relates to Early Care Education programming, including providing training and technical assistance in accordance with the Head Start Performance Standards, HS Early Learning Outcomes Framework (HSELOF) and state licensing standards. Is responsible for ensuring that there is one operational structure in place regarding Early Care Education Policies and Procedures, Form, Monitoring, Tracking of Information, and Local Operating Procedures. Will coordinate and monitor implementation of services to pregnant women and oversee and provide guidance regarding newborn.

Primary Responsibilities (not all inclusive):

1. Will help facilitate cohesiveness and structure among regions and establish lines of communication and protocols with respect to Program Area Services.
2. Revise Program Service Area in conjunction with other Program area staff that includes Policies and Procedures, Forms, Manual updates, and submit recommendations to the Regional and Child Development Director.
3. Develop a systematic approach in reporting, tracking, and monitoring of program services area with input from other program area service managers.
4. Maintain best practices across regions by adhering to the most stringent program requirements when possible.
5. In coordination with other program staff, 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, selection of appropriate curriculums, screening, and assessment tools that are researched based which addresses school readiness and formulates a documentation process that captures child's progress.

7. Is responsible for the development and/or maintenance of a School Readiness Advisory Committee; this includes representation from the parent, staff, board members, school, and higher institution.
 8. Ensures that all lesson plans, classroom environments address the individualized needs of children, and it conforms to Developmentally Appropriate Practices as evidence through CLASS review.
 9. Manage the purchases of developmentally appropriate classroom supplies, materials, equipment and ensures appropriate inventory measures are implemented.
 10. Works closely with management to ensure adequate classroom supplies and equipment are available to staff and that buses (where applicable) and schedules are appropriate for young children.
- Assists classroom staff in a system for maintaining an inventory of classroom materials and supplies that is checked at least annually.
12. In coordination with Early Intervention personnel, ensures that classroom environments, lessoning plan, and individualized plans addresses the needs of children with disabilities and transitional activities are carried out as part of the overall “transitional program” that facilitates parent record transfer, services continuity, information sharing, etc.
 13. Attends home visits, parent conferences, and IEP/IFSP meetings when requested or as necessary.
 14. Conduct CLASS observations monthly and ITERS and ECERS classroom observations twice during the season in order to provide T/TA to teaching staff as part of professional development and program quality improvement.
 15. Will work closely with Child Development Coordinator and/or CDC/CM in tracking Child Development services and ensure specific education services are performed within the perspective timeframes in accordance to policy or Head Start Performance Standards.
 16. Assists Child Development Coordinators and teaching staff in understanding and interpreting child observation data and establishing appropriate individual child goals based on knowledge of child development.
 17. Assists teaching staff in developing a system that offers parents opportunities for enhancing their skills as the first educator of their children through the use of home learning activities, family nights, planning educational activities and providing opportunities to volunteer, attending training, etc.
 18. Assists other managers/coordinators and teaching staff with the transition of Head Start children to kindergarten as well as children transitioning into Head Start and into or out of Early Head Start.
 19. As part of the Record Keeping and Reporting system, work with Regional Management Team in gathering/compiling, analyzing, and interpreting relevant data that will be utilized for the completion of the Community Assessment, program Information Reports, Program Information Reports, Proposals and other required reporting requirements and timely reporting.
 20. 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.
 21. In coordination with Program Managers, 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.
 22. Conduct regular center visits to assess the implementation of the Child Development Program and provide T/TA as necessary.
 23. Develop and track information in the Child Development Program for the development of monthly and annual reports and analysis and compile reports for end-of-year Program Information Report.
 24. Attends meetings, seminars, workshops.
 25. Perform other duties as assigned.

Qualifications:

1. Bachelor's Degree in Early Childhood Education, Elementary Education, or related field. Preferred Master's Degree
2. Must have at least three years' experience in an 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.

[CLICK HERE TO APPLY FOR THIS JOB.](#)

UMOS is an equal opportunity Affirmative Action employer, and all qualified applicants will receive consideration for employment without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.