



## Human Resources

Oakland Livingston Human Service Agency  
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### Early Childhood Director

**Division:** Early Childhood Services  
**Supervisor:** Chief Executive Officer

#### Job Mission:

To oversee the development, implementation and administration of all early childhood development programs and to serve as an advocate for children and low-income families.

#### Performance Standards:

1. Operating responsibility for fiscal, legal and programmatic aspects of the early childhood programs in the division, including Early Head Start, Head Start, and WIC, in accordance with federal, state and local guidelines, to assure that the programs are strategically positioned for the future.
2. Serve as a liaison and provide training/technical assistance to Head Start Policy Council and to the OLHSA Board of Directors on all matters relating to family involvement and early childhood programming, with an understanding of Head Start philosophy and the ability to implement its shared authority and decision-making principles.
3. Participate in agency wide strategic planning, continuously seek additional outside funding sources and develop new programs to enhance the agency mission and strategic plan.
4. Collaborate with other organizations in the community to foster public and private partnerships.
5. Supervises the assigned staff.
6. Carries out all other duties as directed by the supervisor.

#### Qualifications:

1. BA and/or BS degree required with an advanced degree preferred in early childhood education, administration, social work or psychology.
2. At least five (5) years of experience in the administration of early childhood programs, school administration, or financial administration. Head Start experience is required.
3. At least five (5) years of experience in program management, including program planning, operations and evaluation and the use of management information systems and supervision of professional and non-professional staff.
4. Two (2) years of experience with various computer software applications in a windows environment.
5. Licenses required: Valid Michigan driver's license and access to reliable transportation.

#### Hours & Wage

\$1349.00 per week (minimum)  
40 hours per week, 52 weeks per year

#### Deadline to Apply

Until filled