



Capital Area Community Services, Inc.

Head Start and Early Childhood Programs

March 4, 2020

Director of Early Childhood Education Programs – Head Start/Early Head Start

Location: Lansing, Michigan

We have a terrific opportunity available for a Director of Early Childhood Education Programs for a very large, complex, Head Start/Early Head Start Program in Lansing, Michigan. We provide children's and family services for individuals in 4 counties, with full year and part year classrooms. If you are interested and qualified, we would love to hear from you - please apply today!

The Director engages in the day-to-day operations to ensure compliance with all state and federal requirements and best practices serving young children and families, and provides strategic leadership in collaboration with the Executive Director, Board of Directors, and Head Start Policy Council.

Education Required: Bachelors or Masters Degree in Early Childhood Development, Child Development, Human Development, or a closely related field

Experience Required: Minimum of 8 years of senior management experience in administration, including knowledge of budgeting, grant writing, program evaluation, management of staff, compliance with state child care licensing requirements, as well as expertise working with the Head Start Performance Standards, Head Start Act, GSRP Implementation Manual, and OMB Uniform Guidelines

Essential Functions:

Demonstrate skill in directing 10 managers and other administrative staff. Work closely with them to develop and monitor program goals and objectives and evaluate the progress and effectiveness of the program design. Participate in the development of procedures for integrating activities and monitoring program goals and objectives to assure the program is on track to achieve desired outcomes

Develop, analyze, and report data and information related to program activities, operations, and results to address budget performance and projection, child outcomes, staffing needs, services provided, and administration



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Represent CACS Head Start and Early Childhood Programs to the community in all aspects of public relations through a variety of activities such as speaking to the local media or local service agencies and serving on committees and Boards of other agencies. Prepare and present workshops/training to outside agencies related to Head Start/Early Head Start operations. Manage Head Start parent and community communication

Develop and maintain an effective relationship with the Head Start Policy Council and the Board of Directors, keeping them informed of all relevant administrative issues and budget concerns. Assure that formal decisions by the Policy Council and Board of Directors are documented and communicated

Ensure compliance with all Head Start Program Performance Standards, Head Start Act, and OMB Uniform Guidance, Michigan Child Care Licensing Regulations, GSRP Implementation Manual, etc. Research and interpret applicable federal, state, and local guidelines, policies, and regulations for program implication and potential implementation

Generate, document, and submit in-kind to meet program requirement

Direct the planning and delivery of in-service education and training for staff

Oversee the renewal or negotiation of all early childhood contracts

Respond to university requests for research projects involving program children, families, and staff, and evaluate the project outcomes for benefit to the program and viability of future implementation

Work closely with Program Manager and Finance Director to develop and monitor program budgets

Work with other agency departments to promote community action mission and goals

Actively seek community partnerships and funding opportunities to enhance the program



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Direct parent involvement efforts and activities and encourage family participation in the program

Direct the development of required administrative systems and procedures necessary to accomplish efficient and effective performance of program functions

Satisfactorily pass Michigan Child Care Employment Eligibility Background Check, Child Abuse and Neglect Central Registry Check, Physical Exam, TB Test, and Drug Screen at the time of hire and periodically thereafter per federal and state laws, Head Start Performance Standards, and Agency Policy and Procedures

Travel within the service area covering 4 counties and to regional and state-wide meetings. Attend local, state, and national conferences as appropriate. Some overnight travel required

Communicate clearly and accurately when writing and speaking, possess competency using Microsoft Office Suite

Benefits:

Medical, dental, vision, and disability insurance that starts the 1st of the month following 60 days of employment. Immediate 403(b) Plan eligibility and matching contribution up to 3%. Generous paid time off.

If interested and qualified, please apply online today for immediate consideration! Attachment of a resume is required.

<https://cacsinc.applicantpro.com/jobs/>