



<b><u>Job Title:</u></b>	Director of Infant and Toddler Programs & Services
<b><u>Job Status:</u></b>	12-Month, Full-time, Benefit Eligible
<b><u>FSLA Classification:</u></b>	Exempt
<b><u>Reports to:</u></b>	Chief Program Officer
<b><u>Supervises:</u></b>	Associate Director Early Head Start; Associate Director, Family Service and Community Engagement; Health/ Nutrition Coordinator; Child Development Specialist
<b><u>Coordinates with:</u></b>	Quality Assurance Director and Eligibility & Enrollment Specialist

**Position Summary:** The Director of Infant and Toddler Programs & Services is responsible for ensuring the quality delivery of early care and education services across federal and state preschool programs administered by The Campagna Center. The Director works with members of the Early Childhood Management Team to ensure a consistent approach to providing services. The Director plays a critical role in strategic planning and decision-making related to the long-term needs of these programs to support school readiness. The Director is also responsible for managing all financial aspects of these programs and is expected to utilize his/her knowledge and expertise of the Head Start Program Performance Standards, NAEYC accreditation, and state/local child care licensing regulations/Quality Improvement Rating Systems to execute his/her responsibilities. Expertise in building and maintaining relationships with parents, staff, community partners, and funders is essential. The Director works collaboratively with the Director of Preschool Programs and Services and the Director of the Campagna Early Learning Center as resources are maximized for the benefit of providing high quality services to eligible children and their families.

### **Primary Responsibilities and Duties:**

#### *Program Planning & Development:*

- Provides best practice guidance to early childhood management staff related to the overall needs of the programs;
- Supports the successful implementation of all facets of Campagna Infant and Toddler Programs (i.e., Early Head Start & Partnership Project);
- Builds relationships with key site partners responsible for hosting early childhood classroom sites and our Family Child Care partners
- Guides and supports staff in analyzing and utilizing program data to make informed recommendations about program modifications on an annual basis;
- Engages staff, and others as necessary, in planning during the summer months to make program refinements for the coming program year; and
- Maintains a visible presence in the community by participating on community committees and bringing best practices and agency successes to the forefront at local, state, and national conferences;

- Designs a recruitment strategy to ensure that a strong cadre of Family Child Care Providers are identified, supported and maintained as a part of the Partnership Project;
- Develops systems and supports needed to maximize Family Child Care Provider compliance with Head Start Performance Standards and all other relevant local and state licensing requirements; and
- Performs other duties assigned.

#### *Administration, Finance & Governance*

- Maintains and updates all written documents that guide program practices, policies and procedures and frameworks that ensure a consistent approach to program services;
- Completes all required program reports in a timely manner (e.g., First Friday, Program Informative Review, Monthly Monitoring, among others);
- Provides input on budget development and approves all program expenses;
- Reviews monthly financial reports to ensure correct accounting of program expenses;
- Completes proposals for refunding associated with Early Head Start, Early Head Start/Family Child Care Partnership Project, and others as required;
- Schedules regular meetings with Department of Community and Human Services staff responsible for coordinating Alexandria's Child Care subsidy program;
- Serves as co-lead for early childhood governance related activities for the Policy Council; and
- Participates in regular cross department organizational meetings, including Program Team Meeting and Program Committee meetings with Board of Directors

#### *Professional Development & Training*

- Develops the program's professional development plan by engaging members of the Early Childhood Management team and using program data;
- Designs and conducts, where appropriate, trainings as necessary;
- Ensures that Child Development Specialist is monitoring progress of participating Family Child Care providers in participating in training related activities that lead to earning their Child Development Associate Credential;
- Provides coaching and support to staff as they work to develop staff they are responsible for supervising;
- Ensures the completion of all performance reviews required by direct reports;
- Conducts performance appraisals according to the Human Resources Policy and Procedures Manual timeline;
- Works with Director of Preschool Programs & Services to maintain a consistent approach to orientation for newly hired staff and contractors selected to participate in the Partnership Project; and
- Works with team members and Human Resource Director to ensure the best candidates are selected for open positions

#### *Collaboration & Community Partnerships*

- Partners with the Chief Program Officer to pursue opportunities to enhance our programs through partnerships with other agencies as necessary;

- Partners with Chief Program Officer on funding related opportunities; and
- Serves as primary liaison for all Partnership agreements – responsible for ensuring agreements are updated on an annual basis to reflect the evolving needs of the program.

### **Required Qualifications**

- Bachelor Degree in early childhood education or related field with at least 5 years of significant management experience
- Knowledge of Head Start Program Performance standards; NAEYC accreditation; and Quality Improvement Rating System; local/state child care licensing regulations
- Demonstrated commitment to accountability, measuring outcomes, and a results-oriented culture
- Transparent management style (i.e., able to establish trust and credibility with program staff at all levels)
- Ability to develop and support a team
- Proven leadership capabilities with strong interpersonal skills to work effectively with diverse individuals; open-minded and willing to critically consider multiple perspectives as operational decisions are made
- Resourceful, creative and excellent problem-solving skills, coupled with the ability to demonstrate reflective thinking skills
- Proven ability to handle and prioritize multiple tasks while maintaining attention to detail
- Financially astute with the ability to develop budgets and effectively manage/leverage financial resources and read financial reports
- Excellent verbal communications skills (as evidenced by public speaking experience) and demonstrated ability to write clearly and persuasively
- Strong reflective supervision, administration and management skills
- Sound judgment, professionalism and a positive attitude
- Proficiency in Microsoft Office programs
- Valid driver's license

### **Preferred Qualifications**

- Master's Degree in early childhood education or related field

EOE.