



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

Position Summary:

The Director of Preschool 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 Infant Toddler 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 Duties and Responsibilities:

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 Preschool Programs (i.e., Head Start and Virginia Preschool Initiative);
- Builds relationships with key site partners responsible for hosting early childhood classroom sites;
- 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;
- 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; and

- Performs other duties as 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 Head Start and the Virginia Preschool Initiative, and others as required;
- 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;
- 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 Infant and Toddler Programs & Services to maintain a consistent approach to orientation of newly hired staff; 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.