

# Champaign County Regional Planning Commission

## POSITION DESCRIPTION

**Position Title:** Child Development Services Manager

**Reports To:** Head Start/EHS Director

**Supervises:** Child Development Services Specialist/Site Managers/Off-Site Programs Manager

**FLSA STATUS:**  Exempt  Non-Exempt

### **General Statement of Duties:**

The Child Development Services Manager develops, implements and assesses the educational program required for comprehensive child development services. The Child Development Services Manager supervises Site Managers and the Off-Site Programs Manager ensuring consistency across programming and compliance with requirements of all funding sources and regulatory agencies.

### **Characteristic Duties and Responsibilities:**

- Implement Active Supervision of Children procedures to ensure each child is safe and accounted for at all times.
- Oversees process for ensuring a safe, healthy, and well-equipped learning environment that fosters the social, emotional, cognitive, and physical development of each child.
- Ensures the establishment and maintenance of a developmentally appropriate education program to meet the individual needs of each child, including children with special needs.
- Ensures the development and implementation of policies, procedures, and resource materials to carry out the goals and objectives of the child development program (ex. Child Health & Development Manual).
- Ensures compliance with DCFS licensing standards, including license renewals and staff records.
- Purchases child development and education equipment and materials to meet program goals and objectives.
- Ensures a system is implemented for parents to receive information on curriculum, ongoing assessment, and child guidance in addition to their child's individual development.
- Ensures a system is implemented to ensure the successful transition of students into and out of the program.
- Ensures a system is implemented by which child development information is accurate, complete, documented and maintained in family files.
- Ensures compliance with child development and education requirements of funding sources, including state Pre-Kindergarten.
- Ensures compliance with child outcomes requirements, including analysis and use of child outcomes data and completion of National Reporting System testing and data submittal.
- Participates in the selection, interview, and hiring process of new employees. Responsible for development of staffing plans to meet program needs.

- Provides supervision and direction to child development staff. Conduct written performance evaluation of subordinates at least annually.
- Completes payroll data entry. Monitor and approve staff time, travel, and reimbursement requests.
- When necessary, participates in investigations of violations of policies and procedures, issues discipline and participates in the grievance process.
- Identifies, provides and/or coordinates needed training for staff and parents in the area of child development.
- Participates in program improvement and strategic planning activities.
- Uses available technology to increase efficiency, maintain accurate up to date records and accurate up to date reports.
- Represents the program in the community. Provides community education, develop partnerships, and present a positive image of Head Start and Early Head Start.
- Assists with recruitment activities as assigned.
- Performs other duties and responsibilities as assigned by the Director.

### **Essential Functions:**

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

For any program option and/or event, the candidate must be able to:

- observe participating children and/or families
- observe staff job performance
- conduct safety audits
- travel to meetings, trainings, service delivery, and other work sites
- provide necessary emergency response to children, families and/or staff
- sit/stand at a desk 50% of workweek
- travel 30% to 40% of workweek
- lift and carry a child averaging 35 pounds in an emergency situation at a site

### **Required Knowledge, Skills, Characteristics And Abilities:**

- A Bachelor's degree in Early Childhood Education, Child Development or a related field.
- Five years professional experience in administration of an early childhood education program.
- Knowledge of Head Start and other agency rules and regulations preferred.
- Oral and written communication, interpersonal and management skills necessary to relate to staff, children, parents, and community resources and to provide supervision to subordinate staff.
- Must meet all requirements for child care staff as defined by the Illinois Department of Children and Family Services.
- Must possess strong skills in the use of common office software for word processing, spreadsheets and data bases. Ability to learn the use of web-based systems.
- Respect for family and staff confidentiality.
- Experience working with diverse populations.
- Respect for the principles of the Equal Employment Opportunities act and the Americans with Disabilities Act.
- Ability to travel to meetings, trainings and other work sites.

### **Essential Functions:**

This document contains a description of a general class of positions within the Champaign County Regional Planning Commission salary administration program. The description contains examples of duties and responsibilities that may or may not be considered to be "essential functions" to a particular job or position within this job class. "Essential functions" are to be determined at the position or job level within each department.

Approved by Policy Council: 2016

Signature of Employee\_\_\_\_\_Date\_\_\_\_\_