

# Champaign County Regional Planning Commission

## POSITION DESCRIPTION

**Position:** Director, Early Childhood Division

**Reports to:** Chief Executive Officer of the Champaign County Regional Planning Commission

**Supervises:** Approximately 110 employees of Champaign County HS/EHS

**FLSA Status:**  Exempt  Non-Exempt

### **Position Purpose:**

The Director is responsible for the coordination and implementation of the day-to-day operation of the Regional Planning Commission early childhood programming which includes Head Start/Early Head Start, Preschool for All, Full Day/Full Year, United Way and Social-Emotional and program, including planning, general administration and oversight of Head Start/Early Head Start personnel. The Director is responsible for developing and maintaining systems and services adequate to ensure a quality program. The Director is responsible for implementing shared governance among management, Policy Council and governing bodies for program planning, monitoring and decision-making.

### **Specific Duties and Responsibilities:**

- Implement Active Supervision of Children procedures to ensure each child is safe and accounted for at all times
- Ensures completion of annual community assessment and, in consultation with the RPC CEO, determines need for additional programs, locations, options and/or classrooms. Makes recommendations to the Policy Council and governing bodies.
- Establishes program goals and objectives designed to meet the needs of the Champaign County families and community, particularly regarding services for low-income children and their families.
- Ensures development of criteria and methodology for determining priority order of families to be served and for identifying and recruiting these families.
- Ensures development and utilization of community resources beneficial to enrolled families and children.
- Develops and maintains methods of assuring parental involvement in every aspect of the Head Start/EHS program.
- Ensures development and implementation of a long term strategic plan, annual continuous improvement plan and annual written plans.
- Oversees the on-going operation of the Head Start/EHS program through direction and supervision of immediate subordinate staff and with the guidance to other staff as appropriate. Ensures activities and documentation required by funding sources and regulatory agencies.
- Monitors and informs staff of changes in agency policy and procedures and requirements of funding sources and regulatory agencies.
- Assists with on-going communication and coordination with the Policy Council and among the Policy Council, governing bodies and the RPC CEO. In addition to standardized, periodic reporting, provides timely and accurate information as requested.

- Maintains a system to handle appeals/complaints from parents or the community related to the Head Start/EHS program.
- Ensures an annual self-assessment is conducted and a resulting Continuous Improvement Plan is implemented.
- Researches and applies for alternative funding sources.
- Assists in developing personnel policies as they relate to Head Start/EHS including establishing: 1) criteria for hiring and separation of staff; 2) Individual Professional Development plans; 3) employee grievance procedures for non-bargaining unit staff
- Assists in union negotiations and other matters related to bargaining the union contract.
- Ensures completion of investigations of violations of policies and procedures and participates in grievance process.
- Ensures that job descriptions for staff are accurate and up-to-date, that staff are utilized efficiently and that they are performing the functions described in their job descriptions.
- Prepares budget request for funds and proposed grant work program in conjunction with and upon approval of RPC CEO and Policy Council prior to submittal to H.H.S.
- Recommends and implements approved changes in budget or work programs.
- Prepares and submits reports at least monthly to the RPC CEO, Policy Council and governing bodies. Prepares and submits semi-annual program report to the Head Start Regional Office, annual Program Information Report to the National Head Start Bureau and such reports as requested by either Head Start office. Reviews sensitive information with the RPC CEO prior to submittal to the Head Start Regional Office, Policy Council and governing bodies.
- Ensures that a process for review and approval of all program purchases and disbursements, within budget limitations and guidelines, is developed and followed.
- Ensures that the program transportation system is safe, efficient and adequate to meet the needs of families and operations.
- Participates in recruitment activities to support enrollment goals.
- Completes payroll data entry accurately and in a timely manner.
- Assists in maintaining accurate and up-to-date inventory records of all Head Start property and equipment.
- Performs other duties as may be assigned by the RPC CEO or his/her designee.

### **General Duties and Responsibilities:**

- Uses available technology to increase efficiency, maintain accurate up to date records and accurate up to date reports.
- Represents the program in the community to develop community awareness, foster partnerships and enhance the image of the program.
- Respects and maintains confidentiality of families and staff.

### **Required Knowledge, Skills and Abilities:**

- Requires a Master's Degree in Education with a concentration in Early Childhood Education, or Educational Administration or related fields or equivalent educational development and training.
- Requires five years professional experience administering an Early Childhood Education Program.
- Requires management and oral and written interpersonal skills necessary to supervise staff effectively and to coordinate with other RPC program managers.
- 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.
- Requires experience and skills in community leadership activities.
- Must meet all requirements for child care staff as defined by the Illinois Department of Children and Family Services.

- Requires the ability to travel to meetings, training and to 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\_\_\_\_\_