

Action Pathways, Inc.

Job Vacancy Announcement

Title: Early Childhood Education Director

Type: Full Time/Exempt

Date Opened: 12/20/2019

Department/Location: 5135 Morganton Road

Salary: Negotiable

Closing Date: *Review of applications will begin on January 27, 2020, and continue until the position is filled.

Required Education & Experience:

Education: Master's Degree in Early Childhood Education, Education Administration, Social Work or related field required.

Experience: Ten years of management experience in an early childhood education environment.

Experience in supervision of staff, fiscal management and administration is required. Head Start/Early Head Start management experience required. Teaching experience is a plus.

Conditions of Employment:

Background check with state and Federal law enforcement agencies required. Selected applicants must submit to a pre-employment substance abuse screening test and receive a negative result for the use of drugs and alcohol as specified in agency policies. Must submit and receive negative results for random testing of the same. The applicant must have and maintain a valid NC driver's license with an acceptable driving record and proof of insurance. Must be able to pass a post-offer physical examination.

Action Pathways, Inc. is an "at-will" employer. Either the employee or Action Pathways, Inc. may terminate the employment arrangement at any time, with or without cause.

Management has the exclusive right to alter this job description at any time without notice. The job description or announcement is not an employment agreement or contract.

General Duties & Responsibilities:

The employee in this position must provide strong leadership for the personnel assigned to the program. The employee uses the authority of position to make independent decisions regarding program development and execution of program plans, human resource planning and development, and

allocating financial resources as needed to achieve annual and strategic objectives. The incumbent is expected to closely assess program activities and staff performance, ensuring appropriate systems are in place, and that the program is in full compliance with employment laws, grant conditions, and agency policies. The employee makes sound recommendations to COO and CEO based on program performance, expenses, current or projected environmental and political circumstances, etc.

Employee implements and continuously practices within a sound framework of agency policies, compliance, and quality improvement initiatives. The employee is responsible for obtaining sufficient funding through the award of grant dollars, donations, and in-kind. Monitors expenses to ensure program costs remain reasonable and within the approved budget. Adjusts spending as needed or proposes revisions to budget to accommodate accelerated spending, reduced income, and budget management issues. The employee is expected to plan, organize and supervise the development of strategic and annual goals. Work is customer-oriented. The employee must actively support agency goals in operating programs of excellence. Active and full participation in the Senior Leadership Team is anticipated.

Assures the compliance with all funding source mandates, all applicable laws, and regulations, and assures that standards that exceed the minimum are being met.

Provides guidance and leadership to staff to emphasize the importance of the program achieving high standards of quality, internally and through public and private sector partnerships.

Reviews and analyzes monthly financial and statistical reports to assess the budget status and to initiate preventative measures if any problems appear to be predicated.

Oversees and monitors agreements for the purchasing of goods and services assures that bids are solicited in accordance with state and federal regulations.

In conjunction with the Assistant Directors, assures that the program serves the number of eligible children for which it is funded.

Reads management and leadership materials and program-related materials to keep abreast of developments in comprehensive early childhood programs.

Works with other organizations in the community to foster collaboration as defined by federal Head Start.

In conjunction with the Board of Directors, staff and Policy Council leads planning meetings in which long and short-term goals for improvement are established.

Conducts a complete Community Assessment every three years and an up-date during the intervening years.

With input from program participants and the staff, develop a funding application every year for early education grants.

In conjunction with the Policy Council, Board of Directors and Agency Advancement seeks additional outside funding for the program; meets the non-federal share requirement.

- Facilitates the continuing professional development of all staff as part of the commitment to excellence.
- Maintains effective, appropriate communication with the COO, CEO, Policy Council and Board of Directors, including:
 - Attending all regular and special meetings, and committee meetings
 - Providing a written report to the board of the fiscal and programmatic status of the program and of the administrative activities since the last meeting monitoring results, and strategies to resolve problems
 - Communication of relevant information from the funding sources
 - Provision of training for new Board members and a Periodic refresher for veteran Board members on their roles and responsibilities.
- Monitors the implementation of the responsibilities of employees through observation, monthly supervisory meetings, team meetings, and review of files and documentation.
- Assumes an active role in the annual program self-assessment.
- Assures remediation of any non-compliance found in delegate or grantee assessment, and incorporates recommendations into planning for the improvement of the program.
- Provides and/or secures training and technical assistance for all staff.
- Maintains a close working relationship with the Chief Financial Officer and Financial Analyst(s) which provides the Director with information for budget writing and the status of the budget to facilitate effective oversight of expenditures.
- Hears and resolves community complaints about the program, seeking input from staff, parents, COO, CEO, Policy Council or the Board, as needed.
- Carries out the function delineated in procedures for staff grievances.
- Hires, and if necessary, fires staff, complying with applicable laws, regulations, Agency Personnel Policies and Procedure assures Policy Council input into the hiring and/or firing of staff prior to seeking their approval for the personnel action.
- Completes and submits regular reports to the funding sources, COO, CEO, the Board of Directors, and the Policy Council.
- Monitors the program's administrative cost, assuring it does not exceed the allowed amount.
- Monitors the program's non-federal share to assure that the amount required is met. Meets with staff, parents and the Policy Council to develop strategies for increasing the amount of the program's accumulated non-federal share, if necessary.
- Maintains open lines of communications with the grantee personnel.
- Negotiates final contracts for space and equipment, seeking to secure the lowest rate possible.
- In consultation with the Assistant Director/Education, Education Manager and Facilities Manager assure that facilities, classrooms, and playgrounds are maintained and appropriately equipped.
- Other related duties as assigned

The above statements are intended to describe the general nature and level of work performed by a person in this position. They are not to be construed as an exhaustive list of all duties that may be performed in such a position.

Knowledge:

Applicant must be able to:

- Leadership and management skills must be suitable for overseeing the staff and operations of a comprehensive quality child and family service program.
- Understanding of the Head Start philosophy and the ability to implement its principal of shared authority and decision-making is required.
- Uses sound judgment within the boundaries of organizational and legally mandated policies and procedures.
- The employee must have a valid driver's license and own transportation.

How to Apply:

Please apply online at <https://actionpathways.ngo/about-us/careers/>. Applications and resumes must be received by 4:00 pm on the application closing date listed in the announcement

“An Equal Opportunity Employer”

Action Pathways, Inc. hires only United States citizens and lawfully authorized aliens who are in compliance with the Immigration