



## Human Resources

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## Deputy Director for Early Childhood Services

**Division:** Early Childhood Services  
**Department:** Early Childhood Services  
**Supervisor:** Early Childhood Services Director

### Job Mission:

To assure that the Early Childhood Services Division provides quality services to children and families and meets the compliance standards set forth by the funding sources.

### Qualifications:

1. The Deputy Director for ECS/Family Engagement qualifications are BA and/or BS Degree required in Social Work, Education, Human Services or a related field. Advanced Degree Preferred.
2. Minimum two (2) years experience in the administration of an Early Childhood program. Head Start experience required.
3. Minimum two (2) years experience in supervising professional and non-professional staff, including staff development.
4. Licenses required: Valid Michigan Driver's License and reliable transportation.

### Performance Standards:

1. Assists in the management and administration of all programs in the Early Childhood Services Division.
2. Provides technical assistance and acts as a consultant to all contracted agencies.
3. Responsible for management of direct services for programs, including oversight of budgets.
4. Responsible for submission of all programmatic reports to the Director and to the funding sources.
5. Carries out all other duties as assigned by the Director.

### Hours & Wage:

\$1007.00 per week

40 hours per week, 52 weeks per year

### Location:

Pontiac, MI