

Human Resources

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DEPUTY DIRECTOR FOR EARLY CHILDHOOD SERVICES – SCHOOL READINESS

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

Qualifications:

1. BA and/or BS Degree required in Early Childhood education, or a related field. Advanced Degree preferred.
2. Experience with High Scope Curriculum and CLASS observation system.
3. Minimum two (2) years experience in the administration of an Early Childhood program. Head Start experience required.
4. Minimum two (2) years experience in supervising professional and non-professional staff, including staff development.
5. Licenses required: Valid Michigan Driver's license, valid automobile insurance and reliable transportation.

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. Responsible for the oversight of the School Readiness content area.

Performance Standards:

1. Responsible for the Early Learning Framework of the program to guide training in curriculum and learning materials to inform intentional teaching practices.
2. Analyze school readiness data to continuously determine areas of improvement to increase child outcomes and determine trainings needs for staff.
3. Create Policies and Procedures to ensure safe learning environments and child development services are met by following and enforcing Head Start Performance Standards.
4. Assists in the management and administration of all programs in the Early Childhood Services Division.
5. Provides School Readiness technical assistance and acts as a consultant to all contracted agencies.
6. Responsible for management of direct services for programs, including oversight of budgets.
7. Responsible for submission of all programmatic reports to the Director and to the funding sources.
8. Collaborate and maintain partnerships with community agencies to increase teaching staff recruitment.
9. Adhere to Early Head Start/Head Start Code of Conduct.
10. Carries out all other duties as assigned by the Director.

Hours & Wage:

\$25.43 per hour (minimum)

40 hours per week; 52 weeks per year

Full-Time