



## Human Resources

Oakland Livingston Human Service Agency  
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### DEPUTY DIRECTOR FOR EARLY CHILDHOOD SERVICES-SUPPORT SERVICES

**Division:** Early Childhood  
**Department:** Head Start/Early Head Start  
**Supervisor:** Early Childhood Director  
**FLSA Status:** Exempt - Executive

#### 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. Further, Deputy Director for ECS – Support Services is responsible for using his/her independent judgment and discretion with regarding to marketing of the programs, monitoring of the problems, dispute resolution of programs, and team supervision.

#### Performance Standards:

1. Assists in the management and administration of all programs in the Early Childhood Services Division.
2. Develop or revise policies, procedures, or protocols leading to high quality service delivery and continuous quality improvement in collaboration with Deputy Director for ECS Operations and other relevant program staff.
3. Compile and analyze data to monitor operations systems to ensure program quality, and drive accountability and efficiency.
4. Provides technical assistance and acts as a consultant to all contracted agencies, including delegate programs.
5. Responsible for management of support services for Head Start, EHS, & GSRP including oversight of budgets. Responsible for submission of all programmatic reports to the Director and to the funding sources.
6. Supervise assigned staff of four or more people. Deputy Director for Early Childhood Services-Support Services shall have hiring, firing, and disciplining responsibilities in concert with the Early Childhood Director.
7. Carries out all other duties as assigned by the Director.

#### 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.
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 staff, including staff development.
4. Licenses required: Valid Michigan Driver's License and reliable transportation.

#### Hours & Wage:

\$1184.80 per week  
40 hours per week; 52 weeks per year

**Job Title:** Deputy Director ECS for Support Services

**Division:** Early Childhood

**Job Requirements (in an 8 hour workday)**  
Number of Hours - Select full Capacity

	Hours	Comments
Sit	3	This position varies daily, driving to multiple sites and several floors.
Stand	1	Picking up of supplies, loading/unloading and storing them.
Walk	3	Interactions with children, families and staff on a daily basis.
Bend/Stoop	1	

Movements	Yes/No	Comments
Crawl	No	
Reach above	Yes	
Crouch	No	
Balancing	No	
Squat	No	
Climb	No	
Shoulder level	No	
Kneel	No	
Pushing	Yes	

	Pounds	Comments
<b>Weight Carried</b>	<b>26-50 lbs.</b>	

	Pounds	Comments
<b>Weight Lifted</b>	<b>26-50 lbs.</b>	

**Date:** August 29, 2023