

---

## Position Information: Child Care Development Director

---

**Supervised by:** Executive Director

**Supervises:** Professional Development Consultants

**Salary:** Director I

**Classification:** Exempt

**Terms of Employment:** Regular Full-Time

### Job Goal:

---

Facilitate the development and operation of Child Care Resources & Referral as it transitions to implement a growing Professional Development facet, supporting the increase of quality child care provision, capacity and engagement across a diverse 8 county region in Eastern Oregon that includes rural and more urban landscapes. Support the Early Learning Division's licensing requirements for child care center teachers, administrators and/or family child care providers to model and teach best practices in early childhood care, education and management practices and support professional development goals. Assist with the Oregon Parent Education Collaborative (Hub) system to ensure that we work to strengthen the role of child care as a key element of communities that support families and children's development.

### Essential Responsibilities:

---

- Leadership and Mission-focused Program Management
  - Develop capacity of individual child care leadership & staff, enhancing quality in the specialty areas of early childhood, growth and development, health and safety, behavior, adult child interaction, learning environment, leadership and management practices and other related core knowledge categories
  - Facilitate a climate of provider engagement in the areas of relevant training, conference development, observations/assessments, access to resources, and consultative support and referral
  - Grants/Contract Management in the areas of CCR&R
  - Communicate a compelling vision internally and externally that promotes high quality, professional caliber child care resources
  - Lead in the area of Public Relations for CCR&R by insuring appropriate advertising and maintaining area agency relationships
  - Supervision of day-to-day operation of CCR&R including staff and subcontractors, monitoring activity and results for quality performance
  - Ensure consistency of practice implementation of service delivery systems across the 8 county region
  - Make changes to service delivery system as needed (i.e. addition of new grants)
  - Assist the Executive Director and /or Deputy Director with new program planning and implementation of services, embedding quality child care principles in other agency program orientations
  - Take a lead in grant writing, contract writing, and procurement of resources for CCR&R
  - Attend Central Coordination of Child Care Resources & Referral meetings/trainings as required and participate in state level committees and advocacy for CCR&R
  - Be an active member of the CCR&R Director's Coalition and attend all meetings.
  - Act as primary liaison with local, state, business, and parent contracting agencies and participate in local committees regarding child care issues
  - Ensure CCR&R is represented in Early Learning Hub-related Early Childhood Partnership teams within the Child Care Resources & Professional Development service delivery area
- Child Care Operations
  - Monitor to ensure Head Start/Early Head Start programs are in compliance with licensing requirements from the Early learning Division (application for license; monitor files for compliance; ensure training information is submitted to ORO)

- Provide technical assistance and oversight on child care and regulation issues to all UMCHS operated centers and staff
- Monitor child care subsidy policies and procedures and implementation to maximize resource support for quality child care provision
- Record keeping and monitoring
  - Complete monthly Data Dashboard report
  - Monitor NACCRRAware for accuracy
  - Assist the Fiscal Director with budget planning and management for CCR&R
  - Submit bi-annual, quarterly and or monthly reports as required by funders as outlined in the Workplan(s) or individual grant applications.
  - Provide guidance to Health & Safety Coordinator on the monitoring of licensed sites
- Assist in the coordination of the Union Umatilla Morrow Oregon Parent Education Collaborative
  - Attend the Advisory Board meetings
  - Assist in the development and implementation of the local work plan and strategic plan

### **General Staff Responsibilities:**

---

#### **Employees of UMCHS aspire to the following:**

- A commitment to the agency's mission, vision, and values;
- A commitment to equipping children and all who care for them for lifelong success
- A commitment to excellence in everything we do;
- A commitment to positive performance and a welcoming culture;
- A commitment to outcomes, measured results and quality improvement;
- A commitment to innovation and to what is possible.

- Program Participation and Team Member
- Be present at work in order to provide consistency of services
  - Arrive to work on time; punctually attend and actively participate in all required activities, meetings, and trainings.
  - Be a respectful, cooperative, and reliable team member and participant in program activities.
  - Project a professional work image, both in dress and manner.
  - Demonstrate familiarity with employment policies, performance standards, work plan and commitment to mission and values in the performance of daily duties.
- Standards of Conduct
  - Perform all work in compliance with UMCHS Standards of Conduct.
- Improve self-skills and education
- Fulfill role as mandated reporter as stated in Child Abuse and Neglect Policy
- And or any other duties deemed necessary by your supervisor

### **Education Requirements:**

---

- BA in Early Childhood Education or related field, Associates will be considered only if preponderance of directly related experience is evident.
- Ability to obtain a Step 10 in the Oregon Registry

### **Experience and Skills Requirements:**

---

- A minimum of five years professional leadership/management and supervisory experience preferably in educational non-profit.
- Significant experience in administration, including balancing regulatory requirements with budget constraints and growing community needs.
- Strong knowledge of theories and practices of Early Childhood Education/Development and Family/Social Services.
- Ability to engage and inspire adult learners, as well as to overcome the obstacles that are often associated with educating or training adult audiences
- Experience in ensuring grant/contract performance standards are met.

- Understanding of accounting principles and ability to oversee development and operation of fiscal budgets.
- Ability to work within the mission, goals and service objectives UMCHS
- Ability to coordinate and/or conduct training sessions
- Ability to establish relationship of trust and respect with staff, families and children.
- Experiencing in submission of successful grants and contracts
- Proficiency with Microsoft Office suite (Word, Excel, Outlook) along with knowledge of or demonstrated ability to use database applications.
- Ability to coordinate and/or conduct training sessions for an adult audience
- Ability to travel on agency business (approximately 15% of time)
- Knowledge of Oregon licensing standards for centers and homes
- Ability to work in a self-directed capacity with minimal supervision.
- Adequate means of transportation

### **Physical Requirements:**

---

The physical demands and work environment described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is required to:

- Sit for long periods of time with daily use of computer screen;
  - Do tasks involving repetitive arm and hand movements, such as heavy word processing/keyboarding, using various office tools to collate, punch, cut, or stamp paper and other repetitive or high-volume tasks such as bulk mailings, filing projects, etc.;
  - Occasional filing is required. This would require the ability to lift files, open filing cabinets and bending as necessary;
  - Occasionally required to stand, walk and reach with hands and arms;
  - Occasionally lift and/or move up to 10 pounds
  - Drive a private or Agency vehicle; must possess a valid driver's license and personal automobile or provide a plan that will allow fulfillment of position requirements. (A DMV Record check will be conducted prior to hire)
- Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.*

### **Work Environment/Conditions:**

---

Work is normally performed in a typical interior/office work environment.

Job tasks are performed in close physical proximity to other people

### **Safety:**

---

Apply safe practices in the performance of duties

- Reporting of unsafe or hazardous working conditions and/or any injury immediately
- Complying with Agency safety standards
- Participate in emergency drills
- Promote a culture of safe environments in the workplace

### **Agency-Wide Requirements:**

---

- Current enrollment in the Child Care Division's Central Background Registry
- Current physical examination, drug screen, and TB screen documentation prior to hire
- Ability to drive a private or Agency vehicle; must possess a valid driver's license and personal automobile or provide a plan that will allow fulfillment of position requirements. A DMV Record check will be conducted prior to hire.
- Desire to work with low-income children and their families
- Communicate effectively with staff, families, children, and the public using the telephone and in face-to-face, one-to-one, and in group settings
- Fluent in English both verbally and written