



Director of Programs

Position Description

This position is exempt

Qualifications: Candidate must have at least three years of experience managing, training/supervising people. Individual must demonstrate a working knowledge of the regulations related to the Department of Early Education and Care and other regulatory bodies. Bachelors Degree required with a concentration in education or social services preferred.

The Director of Programs is responsible for the supervision of 4 center-based programs. Supervision includes the following:

- Assuring the quality of center-based programs.
- Providing supervision/consultation to the center program directors.
- Completing the performance evaluations of center directors.
- Maintaining the overall plan for each center.
- Assuring the compliance of the rules and regulations established by the Department of Early Education and Care at each center.
- Assisting in monitoring the budget at each center.
- Ensuring the application for accreditation at each center when appropriate.
- Conducting food audits at each center as required by the US Department of Agriculture (CACFP).

Other responsibilities related to the overall agency include the following:

- Facilitating the standardization of policies and procedures for the agency.
- Writing various grants and RFP proposals including the United Way grant.
- Providing weekly reports on agency enrollment and outstanding fee collections.
- Representing the agency at various meetings throughout the communities.
- Facilitating the standardization of policies and procedures for the Guild.
- Responsible for the overall plan for each site.
- Assure the implementation of the Department of Early Education and Care rules and regulations.
- Assist in the monitoring and approving the budget at each site.
- Insure and apply for accreditation at all sites when appropriate.
- Writing the United Way Grant.

I have read, understand and agree to this job description:

Name (Printed)

Signature

Date

July 2005