

Job Summary

The Director is responsible for 4C's Resource and Referral programs. Coordinates, administers (as applicable), and monitors 4C training and technical assistance including Paths to QUALITY. Manages programs and program staff to ensure outcomes, fulfillment of contractual obligations, and operating efficiency.

Supervises:

- Paths to QUALITY Master Coach and Coaches
- Infant Toddler Specialist
- Inclusion Specialist
- Professional Development Coordinator
- School Age Specialist
- Outreach Specialist
- Faith Based and Preschool Support Specialist
- OMWPK Project Manager

Responsibilities and Duties

- Acquire and maintain basic knowledge and understanding of supervised 4C programs and activities and Indiana's child care licensing system
- Acquire and maintain functional knowledge of best practices for CCR&R and training and technical assistance, the child care licensing process, and local early childhood education opportunities
- Responsible for the monitoring of training database, and serve as back up for entry when needed
- Ensure ample cross-training and back-up trainers for 4C training and serve as back-up trainer when needed
- Review and approve (as appropriate) schedule changes, timecards, calendars, and work performed by supervisees
- Responsible for approval of supervised staff's purchasing requests and manager level Human Resources requests
- Conduct initial onboarding activities for positions under their supervision, e.g., review resumes, coordinate and conduct initial interviews, arrange for shadowing or second interviews as appropriate, conduct reference checks
- Coach supervisees for optimal effectiveness and efficiency toward accomplishing 4C's mission
- Responsible for all aspects of the CCRR Accountability Measures and corresponding action plans
- Conduct team meetings as needed
- Work closely with President, CEO for program and mission/vision alignment

SKILLS, ABILITIES AND OTHER REQUIREMENTS:

- Excellent computer and writing skills
- Strong organizational ability

GENERAL EXPECTATIONS:

- Maintain confidentiality regarding 4C programs, procedures, policy, staff, and clients
- Return emails and messages within one business day
- Be cognizant of the impact the position has on the overall mission of the agency
- Attend required team meetings with a positive, solution-oriented attitude
- Offer support to colleagues
- Manage time efficiently
- Adopt and abide by the agency Mission, Vision, Core Values, and Statement of Commitment

WORKING CONDITIONS / ENVIRONMENT:

- Works in a clean, well-lit, temperature controlled office

- Moderate to extensive travel

MINIMUM QUALIFICATIONS:

- Bachelors degree in Early Childhood Education, Child Development, or related field; Masters degree preferred
- A minimum of 12 credit hours in Early Childhood Education and two years experience in an early child care setting
- Experience training adults
- A minimum of two years experience in a supervisory role