



Executive Director Child Care Resource and Referral

CCR&R/1

JOB SUMMARY

This position is responsible for directing the Child Care Resource and Referral agency that is charged with support and services to 52 West/Southwest Georgia counties to ensure consistent delivery of high quality CCR&R services to child care providers, parents, and the community to include agency fiscal management and Dartton State College administrative policy implementation.

MAJOR DUTIES

- Responsible for a nearly multi-million federally contracted budget.
- Manages program delivery for staff trainings, staff guidance, evaluation and supervision of staff members and community resource development
- Manages staff hiring.
- Coordinates strategic planning for child care quality improvement via Quality Rated and strengthening of families with engagement of community stakeholders.
- Develops, implements and monitors budgets and create monthly expenditure reports.
- Identifies and develops potential sources of funding diversification.
- Reviews and analyzes programmatic data and statistics.
- Initiates and oversees all marketing efforts of the CCR&R for agency outreach to providers, parents, community partners and the business community for Quality Rated awareness.
- Develops and maintains collaborative partnerships that support CCR&R services in the 52 county region.
- Oversees planning, development and implementation of child care provider training and conferences with evaluation in Region 4.
- Monitors and coordinates schedules for technical assistance staff in the field for training delivery.
- Develops, reviews and revises as needed, all technical assistance training policies, procedures and systems.
- Plans and develops team-building exercises through training, conferencing, mentoring and incentives.
- Performs related duties as needed.

KNOWLEDGE REQUIRED BY THE POSITION

- Knowledge of federal grant administration regulations and guidelines.
- Knowledge of federal funds management regulations and restrictions.
- Knowledge of fiscal management.
- Knowledge of adult education practices.
- Knowledge of Georgia child care licensing rules and regulations.
- Knowledge of Child Care Environmental Rating Scales and staff management practices.
- Knowledge of college policies and procedures.
- Knowledge of computers and job-related software programs.
- Ability to work independently.
- Skill in organization and project management.
- Skill in decision making and problem solving.
- Skill in interpersonal relations and in dealing with the public.
- Skill in oral and written communication.

SUPERVISORY CONTROLS

The Assistant Vice President for Academic Affairs and DECAL assigns work in terms of department goals and objectives. The supervisor reviews work through conferences, reports, and observation of department activities.

GUIDELINES

Guidelines include Georgia child care rules and regulations, Child Care Environmental Rating Scale standards, the Board of Regents Procedures Manual, federal agency and grant program guidelines. These guidelines require judgment, selection and interpretation in application.

COMPLEXITY/SCOPE OF WORK

- The work consists of varied management and supervisory duties. Strict regulations contribute to the complexity of the position.
- The purpose of this position is to manage the college's Child Care Resource and Referral functions. Success in this position ensures compliance with all federal, state and private regulations and requirements.

CONTACTS

- Contacts are typically with co-workers, other college employees, child care providers, representatives of the Board of Regents, representatives of peer institutions, representatives of federal and state agencies, and members of the general public.
- Contacts are typically to provide services; to give or exchange information; to resolve problems; to motivate or influence persons; or to justify, defend or negotiate matters.

PHYSICAL DEMANDS/ WORK ENVIRONMENT

- The work is typically performed while sitting at a desk or table or while intermittently sitting, standing, or stooping.
- Work hours and location may be flexible which include evening, holiday or weekend work required.
- Extensive travel required (position is a home office position and exists anywhere within the 52 county service area and requires weekly daytime travel and occasional overnight travel for meetings).

SUPERVISORY AND MANAGEMENT RESPONSIBILITY

This position has direct supervision over Operations Director (1), Administrative Assistant (1), Training Administrator (1) and Data Manager/Accounting Assistant (1).

MINIMUM QUALIFICATIONS

- Knowledge and level of competency commonly associated with the completion of a bachelor degree in a course of study related to the occupational field, master's degree preferred.
- Experience sufficient to thoroughly understand the diverse objectives and functions of the agency in order to direct and coordinate work within the department, usually interpreted to require five to eight years of related experience.