



Early Head Start Child Care Partnership Director

Child Care Resources Inc. (CCRI) works with families and communities to ensure that all children have access to high quality, affordable early learning and school-age opportunities and experiences which enable them to succeed in school and in life. Child Care Resources Inc. is seeking a full-time Early Head Start Child Care Partnership Director located in Charlotte. CCRI offers competitive salaries and a generous benefits package including health and retirement plans with an organizational match.

To apply for this position, please forward resume, cover letter, salary requirements and three professional references by mail to HR Manager, Child Care Resources Inc., 4600 Park Road, Suite 400, Charlotte, NC 28209, or by email (with position title in the subject line) to: humanresources@childcareresourcesinc.org. This position will be posted on our website (<http://www.childcareresourcesinc.org/our-team/>). Child Care Resources Inc. is an equal opportunity employer. Child Care Resources Inc. does not discriminate on the basis of race, color, religion, sex, national origin, handicap, age, disability, veteran status or any other basis protected under federal, state or local laws.

Reporting to Sr. VP of Early Learning Quality Advancement, Board of Directors, and its Early Head Start – Child Care Partnership (EHS-CCP) Policy Council, the EHS-CCP Director provides leadership, staff supervision, and project oversight and day to day management to CCRI's EHS-CCP program. This position is responsible for the overall structure, systems and procedures to facilitate and achieve program excellence.

Summary:

The EHS-CCP Director oversees all fiscal, legal, programmatic, evaluation, reporting and human resource aspects of the program in accordance federal Head Start Performance Standards and in collaboration with selected partner agencies, and stakeholders. The Director is responsible for the local planning, implementation, evaluation, and reporting of expected EHS-CCP outcomes and ensures management functions are properly fulfilled. The Director ensures CCRI's and partners' adherence to and compliance with Head Start Performance Standards and support provider's work to remain in compliance with all applicable licensing and state/local regulations. Serve as the connecting link between the Head Start governing bodies, staff, parents, community agencies and the North Carolina Division of Child Development & Early Education (NCDCDEE).

The Director must be a strong leader with excellent critical thinking/problem solving skills who can work effectively in a dynamic, growing, multicultural, and collaborative program dedicated to serving the needs of 270 low income children and their families in Mecklenburg and Burke Counties enrolled in approximately 11 independent, community-based, privately operated, licensed, star-rated child care center sites.

Qualifications:

- M.A./S. required and relevant credentials/certificates in early childhood development, education administration, education, special education, or other related field;

- At least 5-8 years of professional leadership/management and supervisory experience in administering a comprehensive, community-based early childhood education and family development program (preferably serving children ages birth to three and their families) in an educational nonprofit; prior senior management experience in Early Head Start or Head Start preferred;
- Strong knowledge of theories and practices in Early Childhood Education/ Child Development and Family/Social Services with focus on infant/toddler development;
- Significant experience with the budgetary, administrative, and organizational complexity of managing multiple grants and balancing regulatory requirements with budget constraints and growing community needs;
- Strong background in program, human resources, and fiscal management within a non-profit or human services organization;
- Excellent oral and written communication skills and experience in the design and delivery of training and other formal presentations (public speaking experience preferred);
- Experience in developing and implementing program systems, training and technical assistance, grant development and writing, grants management and grant reporting;
- Working knowledge of regulatory environment and Head Start Performance Standards;
- Understanding and sensitivity to the needs of and appropriate interventions for “high risk” populations and working knowledge of communities/counties’ needs and resources;
- Excellent interpersonal skills and experience working with diverse populations both in the community and supervising a diverse staff;
- Intermediate to advanced computer skills (Microsoft Office Suite & Child Plus); IT and information management systems experience preferred;
- Bilingual in English/Spanish desirable;
- Have or be eligible to hold NC Early Educator Certification (EEC) at Level 11 or higher from the NC Institute for Child Development Professionals
- Must have a valid North Carolina Driver’s license and proof of insurance and provide own vehicle;
- Staff Medical Report must be completed by a physician and updated annually;
- Must pass and maintain a comprehensive Criminal Background Check as required by the North Carolina Division of Child Development & Early Education, CCRI, and Head Start/Early Head Start Performance Standards;