



TITLE:	VICE PRESIDENT, EARLY CHILDHOOD SERVICES	REPORTS TO:	SENIOR VICE PRESIDENT PROGRAMS
FLSA:	EXEMPT (Grade 29)	DEPARTMENT:	EARLY CHILDHOOD SERVICES

SUMMARY

Responsible for:

- ✓ Providing administrative, programmatic and operational oversight and management to the Early Childhood Services programs throughout the Agency.
- ✓ Ensuring effective, integrated service delivery and implementation across programs to ensure the success of children's individual service plans.
- ✓ Ensuring compliance with regulations, Agency philosophy and standards, and licensing requirements.

ESSENTIAL DUTIES

1. Provides overall management and direction to the Early Childhood Services (ECS) sites including programs and operations; develops and implements annual program goals; establishes accountability for site/program managers and ensures their responsibility for program outcomes.
2. Provides leadership to ensure the successful integration of Early Childhood Education and Mental Health program components and coordination across other CII departments and functions, and engages staff to build strong programmatic and operational teams.
3. Manages contracts and budgets for the ECS programs, ensuring compliance with contracts; implements changes as needed; monitors and controls expenses to match approved budgets.
4. Coordinates activities and collaborates with representatives of the California Department of Education, Los Angeles County early childhood education departments, Department of Mental Health, other funding sources, and key stakeholders to build the reputation of CII's program, promote funding opportunities and ensure the highest compliance with licensing, accreditation, and clinical practice standards.
5. Reviews program evaluation results to determine where changes might be made to improve quality of services; provides leadership to continuous quality improvement processes within the department.
6. Identifies training needs of staff and ensures that training and/or other programs are developed and implemented.
7. Ensures all support services including facilities, equipment, administrative staff and budgets are appropriate to sustain the ECS programs.

8. Seeks additional government and private resources to grow and strengthen the ECS programs; collaborates with development and other staff to apply for new/increased funding; participates in grant preparation; meets with prospective funders.
9. Tours and observes site-level/classroom activities on a regular basis to determine overall effectiveness of the educational and treatment programs and to identify specific needs.
10. Performs managerial duties; interviews applicants for employment; assigns and reviews progress of assignments; manages performance and recommends salary increases; and develops higher levels of expertise in staff members by encouraging further education, participation in seminars and providing learning opportunities within the region.
11. Maintains working knowledge of current program management practices in the early childhood education and mental health fields through reading, participation in seminars and other educational opportunities and personal contacts/memberships in the field.
12. Collaborates with other managers and professionals to strengthen program capacity; promotes the Agency's goals and philosophies to staff; participates in management committees; and actively cooperates with others in support of the Agency's mission and values.

SECONDARY DUTIES

Performs related duties as required, including assuming full or partial responsibility for major projects and initiatives designed to support the Agency's mission.

ENVIRONMENT/PHYSICAL ACTIVITY

The incumbent is in a non-confined office-type setting in which he or she is free to move about at will. The environment for this position is mostly clean and comfortable but may include some minor annoyances such as noise, odors, drafts, etc.

In the course of performing this work, the incumbent:

- Will spend time sitting, utilizing the computer.
- Will spend time standing/walking throughout the facilities.
- Must travel via personal vehicle or public transport to off-site meetings.
- May lift up to 25 lbs periodically.

POSITION REQUIREMENTS

These specifications are general guidelines based on the minimum experience normally considered essential to the satisfactory performance of this job. Individual abilities may result in some deviation from these guidelines.

To perform effectively in this position, the incumbent must have:

- Working knowledge of early childhood education programs, standards, licensing requirements and operations.
- Working knowledge of early childhood mental health service models, standards, funding source requirements and operations.

- Demonstrated skills and experience in program management
- Working knowledge of child care/ECE contracts from the State of California.
- Working knowledge of mental health contracts from all funding sources
- Demonstrated commitment to the mission, treatment philosophy and approach of the Agency.
- Working knowledge of the management process, sufficient to manage through others and at a distance.
- Strong ability to develop cross-function teams and support/drive collaboration for the effective use of resources and better educational outcomes for clients.
- Financial management skills to develop and control department budgets
- Crisis management skills and ability to develop appropriate contingency plans.
- Ability to display sensitivity, tact and responsiveness in resolving conflict situations.
- General computer skills in Microsoft Office programs (Word, Excel, etc.)
- Ability to work effectively with people of diverse cultures, ages and backgrounds
- Very effective oral and written communications skills sufficient to write comprehensive reports, study and interpret complex documents, and develop/implement presentations for management and the public.
- Ability to represent the organization in public forums
- Ability to work effectively as a team player
- Bilingual skills in Spanish/English (preferred)
- Current California driver's license and a driving record acceptable to the Agency's insurance carrier.

Typically, these skills and experience result from an advanced degree in child development, psychology, or related discipline and substantial experience in teaching, school administration, and/or management positions. Child Development Program Director Permit is required.

The incumbent must be able to perform this job safely, with reasonable accommodation if necessary, without endangering the health or safety of him/herself or others.

Very Important:

- 1. Please send your resume as a **microsoft word attachment.****
- 2. Make sure the title is in your subject field.**
- 3. jobs@childrensinstitute.org**