

Easterseals Washington Job Description

Job Title: Program Director

Department: Child Development

Accountability: Reports to the Vice President of Programs

Position Summary: Responsible for the cost effective and efficient development and operation of the assigned Easterseals Child Development Center.

Duties and Responsibilities:

1) Financial Management:

- Assures accurate billing (private pay, DSHS, and others) and timely receivables for the center.
- Prepares and revises program budgets.
- Works to meet or exceed financial goals.
- Initiates program adjustments based on current budget performance.
- Tracks program utilization for optimum program performance.

2) Human Resource Management:

- Provides for the recruitment and selection of center staff.
- Conducts all employee discipline in accordance with Easterseals Washington standards.
- Performs annual evaluations on or before staff anniversary dates.
- Effectively delegates responsibilities to team members.
- Provides for and maintains records of staff training, orientation, and meetings as dictated by personnel policies, contractors, and licensors.
- Recruits and manages volunteers.
- Negotiates agreements with outside entities.
- Approves staff timesheets, expense reports, mileage reports, leave requests, and other employee action forms.

3) Program Management:

- Assures that all services offered through the center meet or exceed internal and external (NAEYC, GSA, Head Start, ECEAP, etc.) quality assurance guidelines.
- Monitors curriculum development and facilitation.
- Ensures that services are offered in accordance with safety policies and procedures.
- Offers presentations on a variety of child development training topics.
- Responds effectively to crisis situations.
- Develops and distributes service delivery policies.
- Provides and communicates program direction to all stakeholders.
- Responsible for center contracts administration including: compliance, performance, demographics and budget reporting, and program record keeping.
- Successfully markets the center to targeted groups.
- Strives to meet agency goals for inclusion.
- Provides information and referral for Easterseals Washington programs and services.
- Work hours may vary to meet the needs of the Child Development Center.

Skills and Educational Requirements:

- Must be 21 years old or older.
- Prior experience working with Early Head Start and/or ECEAP programs (preferred).
- Possess an initial ECE State Certificate (47 hours) or equivalent upon hire.
- One year's experience in program management or equivalent.
- Two years or more of leadership, administrative and supervisory experience.
- Experience with ProCare preferred.
- Flexible schedule of availability.
- Washington State Driver's License, availability of personal automobile, proof of adequate level of auto insurance coverage.
- Must meet Easterseals Washington minimum computer literacy standards.
- Ability to work independently.
- Excellent communication skills (written and oral).
- Must complete Easterseals Washington (ESW) Corporate Orientation and CDC department orientation training and licensing orientation with the Department of Children, Youth, and Their Families (DCYF).
- Must pass Washington State Department of Early Learning (DEL) background check (and federal background check if applicable) and maintain background check compliance. **Employee cannot be left alone with children until satisfactory background check is received.*
- Must provide documentation of Tuberculosis (TB) testing or treatment as specified in the WAC 110-300-0105.
- Must provide documentation that satisfies Washington State's Measles, Mumps & Rubella (MMR) vaccination requirements, show proof of being fully vaccinated against COVID-19 and maintain vaccination status.
- Must have and maintain a valid hands-on Basic Life Support (BLS) certification
- Attain a valid food handlers permit and blood borne pathogens certificate within 30 days of hire and maintain certifications
- Thirty hours of Basic STARS training and maintain compliance with continuing education requirements
- Must be registered with MERIT, Washington State's Online Portal
- Must communicate well with children, families, employees and stakeholders
- Commitment to Easterseals' Purpose Statement: Changing the way the world defines and views disabilities by making profound, positive differences in people's lives every day
- Must have proof of U.S. citizenship or right to work
- Complete all training and certifications required by state licensing

Inter-relationships:

Responsible for maintaining relationships with many individuals and organizations. Frequent contacts may include managers, coworkers, children, families, government entities, volunteers, staff, and other potential funding sources.

Working Conditions:

Most duties will be carried out in the center and on the playground. Successful program operations will necessitate travel to vendors, agencies, out-of-town meetings, offices, and other program sites.

Needed Attributes:

A Child Development Director II must be able to effectively communicate with many different types of people. Flexibility, patience, role modeling ability, and organizational skills are imperative.

Prepared By: Vice President of Programs

Approved By: Vice President of Human Resources

By signing below I acknowledge that I fully understand and accept these job requirements.

Employee Print Name

Employee Signature

Date