



POSITION OPPORTUNITY

DIVISION DIRECTOR OF PROGRAM SERVICES

Would you like to make difference in the lives of Orange County's most vulnerable children? As a non-profit organization, Orange County Head Start, Inc. (OCHS) serves preschoolers, infants, toddlers, pregnant women and families throughout Orange County, including families on public assistance, children with disabilities, from homeless and foster families, and teen parents. OCHS's programs and services promote school readiness, early reading, science, mathematics, social skills and physical development. Through the additional support of comprehensive services, including health, nutrition, mental health and family partnership building, parents are empowered as leaders and advocates for their children's education, families' success, and betterment of the communities.

Under the general supervision of the Executive Director, Plans, organizes and directs program services (ERSEA, Nutrition, Health and Parent, Family, Community Engagement (PFCE) Departments) for the grantee's operations, and support for delegate agency operations. This includes direct oversight of the grantee operated program services, and assistance with delegate agencies, for over 3,000 Early Head Start and Head Start children and their families. Incumbent directs a team of service area experts in planning methods for delivery of services that carry out agency strategic directives, values, goals, objectives, Head Start Performance Standards and Act as well as other regulations including but limited to, Child and Adult Care Food Program (CACFP), State of California Title 22 and Title 5 Community Care Licensing Standards, and Head Start core values. Oversees and ensures quality, integrated services to children and families. Directs the coordination and integration of support to OCHS centers and other program options. Collaborates with professional and community organizations to build and maintain formal partnerships that maximize agency services in the aforementioned service areas. Develops and implements policies, procedures, and protocols to comply with Head Start Performance Standards and other regulations for both Grantee and Delegate Agency programs. Initiates and fulfills the implementation of agency programs by leading or serving on various committees, including joint Board/Policy Council committees, executive and senior management committees, ad-hoc committees and other processes. Helps establish and oversee operational budget for division. Works to develop, in conjunction with fellow directors, managers, staff, Board of Directors, and Policy Council, the goals and objectives set forth in the funding applications. Meets and participates in professional organizations, community agencies and other resources to stay knowledgeable about best practices.

Requirements:

Education: Bachelor's degree required. Master's degree in human services, public health, social work, health management, early education, and/or a related field preferred.

Experience: Seven years of progressively responsible experience in administration and/or program services with considerable program management, supervisory and early education, health or social administration experience.

We offer a salary range of \$46.00 to \$49.00 per hour and excellent benefits in addition to the opportunity to serve families and children in Orange County.

Final filing date Friday, March 30, 2018 at 5:00 p.m.

Apply now to join our team!

Orange County Head Start, Inc.
2501 S Pullman Street, Suite 100
Santa Ana, CA 92705

For further information call (714) 241-8920.

www.ochsinc.org

EOE

ORANGE COUNTY HEAD START, INC.

AN EQUAL OPPORTUNITY EMPLOYER

JOB DESCRIPTION

THIS JOB DESCRIPTION INDICATES THE MAJOR DUTIES REQUIRED, BUT DOES NOT INCLUDE ALL THE DUTIES AND QUALIFICATIONS REQUIRED OF AN EMPLOYEE

JOB TITLE: *DIVISION DIRECTOR,*
PROGRAM SERVICES

JOB CODE: Pay Grade 10

EXEMPTION STATUS: EXEMPT

JOB PURPOSE SUMMARY

Under the general supervision of the Executive Director, Plans, organizes and directs program services (ERSEA, Nutrition, Health and Parent, Family, Community Engagement (PFCE) Departments) for the grantee's operations, and support for delegate agency operations. This includes direct oversight of the grantee operated program services for 2,509 Early Head Start and Head Start children, as well as support services to 1,630 Head Start children served by five delegate agencies. Incumbent directs a team of service area experts in planning methods for delivery of services that carry out agency strategic directives, values, goals, objectives, Head Start Performance Standards and Act as well as other regulations including but limited to, Child and Adult Care Food Program (CACFP), State of California Title 22 and Title 5 Community Care Licensing Standards, and Head Start core values.

ESSENTIAL JOB DUTIES

Sets strategic goals and operating plans for grantee operated program services.

Oversees and ensures quality, integrated services to children and families.

Directs the coordination and integration of support to OCHS centers and other program options in PFCE, Health, Nutrition, and ERSEA.

Collaborates with professional and community organizations to build and maintain formal partnerships that maximize agency services in the aforementioned service areas.

Develops and implements policies, procedures, and protocols to comply with Head Start Performance Standards and other regulations for both Grantee and Delegate Agency programs.

Initiates and fulfills the implementation of agency programs by leading or serving on various committees, including joint Board/Policy Council committees, executive and senior management committees, ad-hoc committees and other processes.

Establishes and oversees operational budget for division.

Works to develop, in conjunction with fellow directors, managers, staff, Board of Directors, and Policy Council, the goals and objectives set forth in the funding applications. Consults with those individuals to ensure these plans are feasible, achievable, timely and appropriate.

Meets and participates in professional organizations, community agencies and other resources to stay knowledgeable about best practices.

SUPERVISION/HUMAN RESOURCES

Accountable for recruitment and support of effective leadership, including building a common understanding of organizational needs, values, vision, mission and strategic directives.

Accountable for supervising employees' performance including review of employee adherence to values and strategic directives as performance expectations, preparation and presentation of performance reviews, pay administration, and disciplinary action for both direct and indirect reports. Responsible for using an objective approach in evaluating performance consistent with practices of the organization.

Responsible for building an entrepreneurial environment where innovation is encouraged and recognized in sustaining, improving and growing the mission of OCHS and provision of high quality of services to children and families.

Determine staffing requirements and perform selection interviews.

Develop and review job descriptions for current and new staff.

Direct employees' adherence to the organization and division's policies, procedures, and practices.

Responsible for building a strategic decision-making environment that is participatory and based on a problem solving mode/.

Determine, approve, and coordinate training required to develop employees.

REPORTS/LEADERSHIP

Provide input for forward-thinking initiatives to accomplish operational goals & objectives, which may include organizational restructuring, process re-engineering, technological enhancements, and adaptability to changing business and regulatory environments.

Stay abreast of external business, technology, and regulatory changes/developments, and internal practices as they apply to program services in social services, enrollment, health, nutrition, mental health, and disabilities. Recommend changes/shifts in routine operations as appropriate.

Analyzes, collects, and researches data appropriate to the operation of the agency's services.

Directs the collection and analysis of data related to agency program services and makes presentations to the Board of Directors, Policy Council, Executive Director and others to report on the of agency operations.

Provide guidance to content area managers in the development of policies, procedures and area plans regarding Enrollment, Nutrition & Food Services, Health, and PFCE.

Assist in preparation of grant application.

Produce monthly report on status of Program Services division.

Collect and input necessary information into Child Plus to track and review information for all service areas.

Review monitoring reports, provide guidance in developing corrective action plans, address system level issues, and ensure corrective action plans are implemented.

OTHER DUTIES

Plan and implement special projects such as grant writing and follow through.

Serve on a team of Division Directors in providing the Executive Director and the agency with a blueprint to ensure that the agency is in alignment with the Federal Performance Standards and Other Regulations, new initiatives and best practices. Provide consultation and guidance to program staff.

Assist in developing OCHS program plan, policies, and procedures as they relate to the overall agency.

Perform additional assignments and duties as assigned by the Executive Director or his/her designee that will include special projects of a large scope and complexity and keep him/her informed on all nutrition and food service issues.

NON-ESSENTIAL JOB DUTIES

Write and maintain miscellaneous paperwork for effective service delivery.

Perform similar and incidental duties as required.

JOB QUALIFICATIONS

Education: Masters degree in social work, health management, nonprofit management, early education, and/or a related field. Bachelor's degree plus five years of related experience may be substituted for educational requirement.

Experience: Seven years of progressively responsible experience in administration and/or program services with considerable program management, supervisory and early education administration experience.

Knowledge: Extensive knowledge of Head Start program regulations, performance standards, current initiatives and trends; reporting practices and requirements in areas related to parent and family, and community engagement, nutrition and health education; research methods and statistical analysis techniques; management and supervisory principles and practices, including goal development, work planning, and organization methods.

Language Skills: Outstanding oral and written communication skills, including presentation skills; prepare and present clear, comprehensive, detailed reports, and other written materials.

Math Skills: Basic math skills including the ability to perform and understand basic statistics, percentages and ratios.

Other Skills: Use personal computer and word processing, spreadsheet and graphics software programs.

Reasoning Abilities: Analyze complex information and problems, evaluate alternatives and make sound recommendations; exercise sound independent judgment within general policy guidelines

Other Abilities: Understand, interpret, and apply state and federal guidelines; collaborate with professional organizations and community agencies; manage development programs in accordance with Federal, State and local law, rules and regulations; prepare clear, accurate and concise reports, correspondence and other written materials; establish and maintain effective working relationships with the Board, Policy Council, committee representatives, and other agency staff; organize, prioritize and coordinate projects to meet deadlines; train, supervise and evaluate the work of employees; lead, coach, instruct, and motivate employees.

Other Requirements: Must have a valid California Driver License and proof of insurance; must be able to drive to and from different centers, meetings and/or training venues; must be able to travel.

REPORTING RELATIONSHIPS

This position reports to the Executive Director. Directly supervises four Service Area Managers (Parent, Family, Community Engagement Manager ERSEA Manager, Health Manager, and Nutrition Manager) and division support staff. Indirectly supervises all content area specialists, community outreach advocates, and family advocates.

MAJOR BUSINESS/PROFESSIONAL CONTACTS

Frequent contact with managers, supervisors, and employees; brokers, vendors and service administrators; professional organizations and delegate agency directors.

WORKING AND ENVIRONMENTAL CONDITIONS

Typically functions in an office environment. Must be able to regularly visit grantee and delegate centers and community agencies.

PHYSICAL DEMANDS

Typically requires sitting for extended periods of time; may require extended periods of time in front of a computer or standing to speak to small or large groups.

Employee Signature: _____ Print Name _____

Date _____

Revised: 09/06/2006