

Job Title: Vice President of Children's Services

Reports to: Chief Executive Officer

Job Status: Salaried / Exempt

Job Summary: The VP of Children's Services is responsible for leading and managing two programs with a combined annual budget of over \$12 million that serves over 800 low-income children. S/he represents the Children's Services department internally as part of the agency's Executive Team and works externally to identify resources, as well as build and promote community partnerships and strategic alliances.

S/he directly supports, promotes, and ensures high-quality programs and best practices in early childhood education throughout the agency. The VP directly supervises two program directors and indirectly supervises approximately 150 teaching staff.

Primary Responsibilities

- Takes a values-based approach to leading a team of early childhood education professionals across programs (Head Start and Child Development).
- Responsible for directing the development and implementation of short- and long-term plans, goals, and objectives across Children's Services to achieve excellence aligned with best practices in the field and high-quality programs aligned with the agency's mission, vision, and overall strategic plan goals.
- Responsible for working with directors and staff to establish, monitor, report, and evaluate program outcomes across Children's Services to meet funding and compliance requirements in addition to measurable goals established by the agency.
- Responsible for working alongside Human Resources and the Executive Team in building a strong relationship with Service Employees International Union (SEIU) for the Child Development Program to address issues that affect compensation, benefits, and working conditions.
- Works with relevant agency teams to create processes, systems, and protocols that ensure high-quality programs in Children's Services from in-take through transition to school and kindergarten readiness.
- Leads agency efforts to create a seamless Children's Services program by blending state-funded and federally-funded child development programs, including Early Head Start, Head Start, and the agency's Child Development Program.
- Directs and ensures sound financial systems and processes that ensure the fiscal and fiduciary integrity of all program operations, consistent with all applicable legal, contractual, and funder requirements.

- Leads on the development, monitoring and evaluation of budgets for assigned programs in partnership with the VP of Finance.
- Advocates for policies, funding, and services for children and families on a local, state, and agency level.
- Adheres to and promotes intra-agency/departmental collaboration and the provision of coordinated and seamless service delivery to families throughout the county.
- Creates, supports, and implements program and agency efforts that promote staff and client diversity and inclusion. Identifies potential staff leaders and provides resources that enable them to grow professionally and move up within the organizational structure.

Required Qualifications

- Minimum of a BA Degree in Early Childhood Education or a related field.
- 5 years prior administrative and supervisory experience with early childhood development programs.
- Direct experience with managing state-funded early childhood development and/or federal Head Start programs.
- Experience in budget development and fiscal management
- Ability to communicate effectively in writing and orally to staff, parents, agency management, and Board of Directors and external organizations.
- Well-developed organizational skills.
- A strong commitment to social justice, educational equity and the program's mission to provide high- quality child development programs to serve low income working families.
- An innovative mindset that values teamwork and collaboration internally and with external partners.
- Deep understanding – and ability to articulate – the role equity, inclusion, and diversity plays in our work.
- Desire to learn new technical tools, including database management software.

Desired Qualifications

- Spanish language proficiency.
- Possess or qualify to apply for a CA Department of Education Child Development Program Director permit.
- High degree of sensitivity to and understanding of individual and group dynamics.
- A demonstrated interest to build and manage coalitions and leverage partnerships to achieve goals.
- Knowledge of Federal, State, and private funding patterns and procedures.
- Knowledge of state licensing rules and regulations.

Physical Requirements

- Ability to sit, walk, stoop and stand intermittently.
- Ability to reach overhead, grasp, push and pull objects such as files and file cabinet drawers.
- Lifting, raising or lowering an object from one level to another (includes upward pulling) 10-25 lbs.
- Carrying: Transporting an object, usually holding it in the hands.
- Manual dexterity required for computer work.