



Community Action Agency

Job Title:	Children's Program Director	Job Category:	Non-Bargaining Unit
Department/Group:	Children's	Position #:	053
Location:	Jackson/Hillsdale	Travel Required:	As needed
Level/Salary Range:	Level 13, \$57,324 - \$78,395	Position Type:	Full-time, 40 hours per week
HR Contact:	Lora Higgins	Date posted:	12/15/2017
Will Train Applicant(s):	As needed	Posting Expires:	01/12/2017
External posting URL:	www.caajlh.org		
Internal posting URL:	www.caajlh.org		

Applications Accepted By:

Fax or E-mail:

(517) 784-9492or lhiggins@caajlh.org

Attention: Lora Higgins, HR Director

RE: Please put job title you are applying for in subject line.

Mail:

Community Action Agency
 Attn: Lora Higgins, HR Manager
 1214 Greenwood Ave.
 Jackson, MI 49203

Job Description

Job Summary: The Children's Program Director is responsible for assuring all Head Start, GSRP, and other applicable birth to 5 program mandates and standards for excellence are met on a daily basis. This position is responsible for the overall structure, systems and procedures to facilitate program excellence in addition to operating responsibility for fiscal, legal and programmatic aspects of the program in conjunction with Agency management. Success measures include strong strategic planning, data-driven decision making, open communication, proactive problem solving, staff development, and relationship building with both internal and external stakeholders.

Qualifications and Education Requirements: Master's degree or a minimum of eight years of experience in Early Childhood, Child Development, Public Administration, or, Non-profit Management; or a combination of education and experience that is similarly equivalent.

Preferred Skills: Strong knowledge of best practices and systems in the field of early childhood; significant analytic, diagnostic and problem solving skills; previous Early Childhood teaching experience; ability to interpret and implement complex federal and state regulations, policies and procedures; strong organization and time management skills; ability to work independently and maintain professional boundaries and confidentiality; previous supervisory experience.

CAA is an equal opportunity provider and employer.



Community Action Agency