



ESCCO – COUNCIL OF GOVERNMENTS

OCALI

JOB DESCRIPTION

PROGRAM DIRECTOR – CENTER FOR THE YOUNG CHILD

Minimum Qualifications:

- Extensive experience in early care and education administration and practice
- Master's degree required and valid Ohio administrative license or certificate appropriate for the assignment
- Knowledge related to current research, practice, strategy and policy around families and young children with special health care needs and/or with or at risk for disabilities, including the lifelong effects of adverse childhood experiences (ACEs)
- Knowledge and experience in cross agency collaboration and educational environments
- Leadership experience in an area of early intervention and early childhood education, health and mental health
- Master's degree required and valid Ohio administrative license or certificate appropriate for the assignment
- Experience in organizational development and management solutions
- Experience developing and implementing federal, state and/or local grants and contracts
- Experience building internal infrastructure and sustainable projects to keep pace with market trends
- Professional development and training experience, including production and delivery of content
- Innovative thinking, strong initiative, drive to complete projects, and ability to leverage resources while maintaining focus on the global organizational mission
- Proven experience and ability to adhere to timelines, meet deadlines, and complete activities as planned.
- Strong analytical, organizational, and problem-solving skills
- An effective team leader and collaborative team member who can work collaboratively internally and externally with a variety of people and organizations, both public and private, and who values the success of the overall group

- Excellent written and verbal communication skills. Communicates professionally and effectively, in writing and orally, with internal teams and external partners and/or customers
- Experience and proficiency with technology applications (including but not limited to: Microsoft Office, Google Suite, Internet, learning management systems, etc.) and online environments ^L_{SEP}
- Ability to independently travel within the state for meetings, consultation, and professional development when needed

Note: This assignment may require a valid driver's license and access/availability of a reliable vehicle. Employees must meet all prerequisite and ongoing qualifications to be covered by the service center's insurance carrier.

FLSA Classification: Exempt

Reports To: OCALI Executive Director

Job Objectives:

The Program Director will oversee the functions and services of OCALI's Center for the Young Child. The Program Director should possess cross-system early childhood experience as an administrator and practitioner. The Center recognizes the critical role of early experiences on lifelong learning, health, and well-being.

Responsibilities and Essential Functions:

"The following duties are representative of performance expectations: however, the list below is not ranked in order of importance."

- Leads a Center established to develop and coordinate services and resources that positively impact the life course outcomes for young children at risk for, and with, disabilities
- Manages a Center focused on early care and education, emphasizing resources, services, and research-based intervention for young children with developmental disabilities, including behavioral, social-emotional, naturalistic and social-pragmatic interventions
- Leads and participates in cross-systems collaboration and communication efforts
- Manages Center projects and staff
- Works with OCALI leadership to develop Center budget and manage associated contracts
- Works with OCALI leadership to monitor project metrics for significant deviations in quality, cost, or schedule
- Utilizes knowledge of state and regional structures, systems and management expertise to continue Center growth
- Oversees development of Center web site content
- Implements marketing and communications efforts developed with internal marketing team

- Leverages and developss partnerships both for production and overall project stewardship
- Communicates project status to organizational leadership, OCALI center directors, and project partners
- Conduct strategic planning processes to identify critical, statewide Center roles and activities
- Works with OCALI leadership to establish measures to evaluate program quality and impact
- Creates long-term sustainable business model that aligns with strategic priorities
- With OCALI marketing team, conducts market research and monitors competitive activity
- Contributes to OCALI's strategic planning and change management
- Performs other specific job-related duties as directed by the Superintendent or his/her designee
- Quarterly offices visits to

“Job performance is evaluated according to the policy provisions adopted by the Governing Board of the Educational Service Center of Central Ohio.”

Conduct:

Each staff member shall remain free of any alcohol or non-prescribed controlled substance and abuse of any prescribed controlled substance in the workplace throughout his/her employment with the ESC.

Terms of Employment:

Each staff member shall serve as a role model for students in how to conduct themselves as citizens and as responsible, intelligent human beings. Each staff member has a legal responsibility to help instill in students the belief in and practice of ethical principles and democratic values.

If applicable it is the employee's responsibility to maintain proper certification/licensure and to initiate the renewal process in sufficient time to receive the updated certificate/license prior to the expiration of the present certificate/license.

January 2020