



**JOB ANNOUNCEMENT**

**JOB TITLE: INFANT AND TODDLER PROGRAMS SUPERVISOR (ITP)**

**SALARY:** \$55,000 to \$58,000 DOE

**GENERAL FUNCTION:**

Responsible for the overall management and coordination of the day to day department operations of the agency's Infant and Toddler Programs. The supervisor oversees the teams of family case specialist and provider case specialist, ensures compliance with funder's contracts, policies and regulations.

**ESSENTIAL FUNCTIONS:**

- Select and train subordinate staff; conduct performance evaluations of program personnel.
- Ensure providers, families and staff comply with program policies and procedures.
- Develop effective marketing strategies for enrolling Family Child Care Providers and Families into the programs.
- Maintain and update Family Child Care Provider contract.
- Maintain and update training curriculums and manuals.
- Oversee the entry of client data and demographics into a computerized database; develop and update program forms as needed.
- Compile and maintain necessary data and information for program and funding reports.
- Participate and represent the organization at various community meetings and events.
- Ensure compliance with all contracted rules and regulations.
- Monitor certification and re-certification process for approximately 300 families.
- Administer program reviews.
- Develop and update program policies and procedures.
- Conduct hearings in program appeal procedures.
- Attend appropriate program related meetings, conferences and/or workshops.



- Develop and implement training sessions for department staff, providers and parents.

**EDUCATION:**

Bachelor Degree in Early Childhood Education, Child Development, or closely related field required.

Bilingual (English/ Spanish) desirable, but not a requirement.

Must obtain within three months of employment a Child Development Program Director permit.

**EXPERIENCE:**

A minimum of three--five (3-5) years of experience working in a supervisory position, including personnel management and contract compliance in a similar non-profit program. Knowledge of state Title 5, Title 22 regulations. Knowledge of Federal Head Start regulations desirable but not required.

**OPERATING RESPONSIBILITY:**

Must interact with agency employees at all levels in a personal and respectful manner.

Requires excellent communication skills to represent the agency in a professional manner. Confidentiality is of major importance for this position in dealing with private information on the daily operations of the agency. Must present a positive attitude and work independently.

**CONTACTS:**

Has contact with all levels of agency employees as well as external contacts partners, sponsors and other non-profit executives.

**WORKING CONDITIONS:**

Works in an office environment. Some travel required. Must have a vehicle, current driver's license and proof of insurance.