



Early Head Start - Child Care Partnership Director

Indianhead Community Action Agency, Inc.
Ladysmith, WI

Position: This is a full-time, administrative exempt position located in Ladysmith, Wisconsin.

Description: The Early Head Start-Child Care Partnership (EHS-CCP) Director has the responsibility for planning, program design and goals, partner advocacy, and the overall administration of the EHS-CCP program. The position must have experience within the Head Start and/or Early Head Start programs as well as the knowledge and understanding of the Head Start Act, Head Start Performance Standards (HSPPS), and Wisconsin Child Care Licensing rules and regulations. The EHS-CCP Director also provides oversight and management to the Family Foundations Home Visiting (FFHV) program. This position reports directly to the Chief Executive Officer. All ICAA employees are expected to act as an Ambassador to the Agency and to reflect all Agency matters in a positive way.

Requirements:

- Coordinates the development and implementation of the Early Head Start-Child Care Partnership (EHS-CCP) program goals, policies and procedures within the guidelines of the Head Start Program Performance Standards, Head Start Act and Wisconsin child care licensing rules.
- Coordinates the development and implementation of the Family Foundations Home Visiting (FFHV) program goals, policies and procedures in accordance to Department of Children and Families (DCF).
- Approves and monitors implementation of policies and procedures based on HSPPS, DCF, and governmental regulations.
- Prepares all programmatic grant applications with the assistance from the CFO.
- Develops and manages the EHS-CCP and FFHV program budget along with CFO.
- Serves as a liaison between the EHS-CCP program, FFHV, ICAA Board of Directors, Head Start Policy Council and community agencies.
- Reports all program status and statistics to the Chief Executive Officer on a regular basis.
- Develops and implements an on-going evaluation system to ensure the highest quality of care throughout the Early Head Start-Child Care Partnership program, with a strong emphasis over health and safety of all children enrolled in the program.
- Reviews and makes recommendations on personnel actions such as employment, retention, promotion and termination.
- Manages and evaluates staff.
- Provide periodic reports requested by the Office of Head Start - Region V, DCF, and other agencies.
- Attend ICAA Board of Director meetings when requested by the Chief Executive Officer.
- Provide support and leadership to all staff.
- Meet regularly with ICAA leadership team and HS management team.

Education and/or Experience:

- Bachelor's Degree in Early Childhood Education is required
- Experience in supervision of staff, fiscal management and administration is required
- Strong organizational & record keeping skills required
- Strong computer skills are needed
- Effective written and oral communications skills are required

To be considered for an interview, applicants must submit: Resume, Cover Letter, References, and Verification of Degree.

Starting Salary for this position will be based on education and experience.

To apply send the above documents to: email: recruiter@indianheadcaa.org

ICAA, Attn: Recruiter
1000 College Avenue W
Ladysmith, WI. 54848
Phone: 715-532-4222, Fax: 715-532-7808, TDD: 715-532-6333
www.indianheadcaa.org

We are an equal opportunity employer operating under an approved Affirmative Action Plan. As an equal opportunity employer, we encourage women, minorities and persons with disabilities to apply.