COMMUNITY ACTION AGENCY
JOB DESCRIPTION

<table>
<thead>
<tr>
<th>Job Title:</th>
<th>Children’s Program Manager-Deputy Director</th>
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<tbody>
<tr>
<td>Department:</td>
<td>Children’s Programs</td>
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<tr>
<td>Fair Labor Standards Act (FLSA):</td>
<td>Exempt</td>
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<td>Job Grade:</td>
<td>Level 10, Non-Bargaining Unit</td>
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<td>County:</td>
<td>Hillsdale</td>
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<td>Revision Date:</td>
<td>01/2016</td>
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Position Overview:
Responsible for the day-to-day oversight of Hillsdale County Early Childhood programs. Supervise staff as necessary and implement the overall goals of the Early Childhood programs. Supports the Hillsdale County Director.

Essential Qualifications:
1. Bachelor’s degree in Early Childhood Education.
2. Three years’ experience in an Early Childhood Education Program, including supervisory experience. Any equivalent combination of education and work experience that provides the necessary knowledge, skills and abilities for the position may be considered at the discretion of the CEO.
3. Must have access to reliable transportation throughout the workday.
4. Excellent written and oral communication skills.
5. Ability to coordinate a number of varying tasks simultaneously.
6. High competency using a Windows platform and Microsoft Excel.
7. Must be detail-oriented and able to prioritize and complete tasks within a timely manner.
8. Ability to effectively manage workload with only minimal oversight.
9. Valid driver license and reliable transportation.
10. Ability to travel within Michigan and possibly out of state.
11. Good interpersonal and professional skills, including but not limited to, professional appearance, tact, punctuality, communication and dependability.

Essential Job Functions:
1. Supervise assigned staff on a day-to-day basis.
2. Monitor daily operations, providing information for programmatic purposes.
3. Provide input into the planning of all components of the program (Head Start and GSRP); including evaluation, grant writing and proposal development.
4. Know and function in accordance with Head Start Performance Standards and Great Start Readiness Program Standards.
5. Attend all required meetings, trainings and conferences. Maintain active role with the Great Start Collaborative.
6. Assist in providing training to staff, parents and volunteers.
7. Assist in the development of goals and objectives of all programs and develop the interrelationship of those programs to ensure maximum benefits to the target community and work closely with other supervisory staff in implementing goals and objectives.
8. Assist in Program monitoring and self-assessment review and reports.
9. Participate in team meetings/case conference with appropriate staff as requested.
10. Share responsibility for promoting parent involvement in all program areas. Be available to assist parents with questions, issues and concerns.
11. Work closely with and provide assistance to the Head Start Policy Council and other Early Childhood program advisory committees as appropriate.
12. Coordinate and oversee transportation services with the local school districts for EHS/HS/GSRP.
13. Work with community partners and attend necessary meetings.
14. Complete and oversee the data input for Hillsdale County, ensuring accuracy and appropriate distribution.
15. Assist the Hillsdale County Director in implementation of programs and goals for the county.
16. Act as Deputy Hillsdale County Director in the absence of the Hillsdale County Director.
17. Other duties as assigned.

Other Hiring Contingencies:
- Must be able to pass criminal background check (no felony convictions).
- Must be able to obtain a clear Central Registry Clearance from DHS.
- Must be able to pass a CAA Medical Clearance Request and a negative TB test.

**Supervisor:** Education Manager  
**Supervises:** As assigned  
**Training:** All staff will participate in professional development training and ongoing CAA trainings as deemed appropriate by their supervisor.

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**Note:** This job description is not intended to be all-inclusive. It is intended to describe the general nature and level of work being performed by people assigned to this position. Employee may perform other related duties as assigned by the supervisor to meet the ongoing needs of the organization.