

ROUTT COUNTY

CLASSIFICATION: Early Childhood Program Leader

Revised June 1999, November 2001, October 2008, July 2014, December 2019, October 2020, August 2021, November 2022

Department: Human Services
Family: Professional/Technical
Approved By: County Manager

Pay Scale: Early Childhood Program Leader
FLSA Status: Exempt
Date: November 2022

SUMMARY:

To provide leadership in the implementation of an early childhood system in Routt County, in accordance with the strategic plan of First Impressions of Routt County, Routt County's Early Childhood Council. To assure the vision, mission, goals, and objectives of First Impressions as the Local Coordinating Organization are effectively carried out under the direction of the Executive Committee of First Impressions. Assist collaborating agencies in problem solving and moving toward an integrated system of services for young children and their families.

CLASS CHARACTERISTICS:

Must be in contact with various community resources and agencies in order to provide coordination in the provision of services through the exchange of information and problem-solving. Reports to County Human Services Director for program, fiscal, and personnel supervision. Must participate in supervisory contacts with County Director. Must be proficient in multi-modal communications, including verbal, written, and e-mail.

SUPERVISION EXERCISED:

An incumbent in this class works under the general supervision of Human Services County Director and supervises program staff.

JOB DUTIES:

The duties listed below represent the various types of work that may be performed. The omission of specific duties does not prevent the assignment of work that is appropriately related to this class.

Supervisory

- Lead in the development and revision of the Routt County early childhood community plan and early childhood initiatives.
- Lead and oversee the Local Coordinating Organization role and strategic initiatives.
- Lead and oversee the execution of the early childhood community plan resulting in an integrated system of services for young children and their families.
- Provide supervision of program staff.
- To provide, guidance support and resources to providers and families ensuring high quality, equitable, and accessible early children programs.
- Be the early childhood advocate, expert and voice in our community.
- Be a proactive liaison between community initiatives and state and federal agencies concerning public policy, programs, standards, and other matters related to early childhood council.
- Oversee implementation of the strategic plan.
- Prepare fiscally responsible programmatic budget.
- Provide leadership and guidance to sub-committees of First Impressions.
- Develop and maintain positive relationships with First Impressions members and other community professionals through effective coordination and communication.
- Identify strategic funding opportunities and partnerships that support building an integrated early childhood system.
- Serve as the primary grant writer for funding opportunities that support First Impressions strategic direction.

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- Provide fiscal management and oversight to assure that legal requirements are met and budgets are prepared and managed.
- Assess needs of the community and determine solutions to address issues affecting early childhood care and learning.
- Direct and coordinate data collection, analysis, evaluation and monitoring of grant funded programs.
- Ensure compliance with all local, state, and federal guidelines and reporting requirements
- Manage special projects as directed by the Executive Committee
- Assure effective management of First Impressions meetings.
- Work independently to develop goals, meet deadlines and provide deliverables.
- Support existing collaborating agencies and recruit additional members for First Impressions in the focus areas of: early learning, health, mental health, and family support.
- Act as liaison between community initiatives and to state and federal agencies concerning public policy, legislation, programs, appropriations, standards, and other matters related to early childhood systems building.
- Performs other related duties as assigned.

QUALIFICATIONS:

Education and Experience

Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education:

Bachelor's Degree in relevant social/human behavioral science program, with Master's Degree preferred.

Experience:

Minimum three years of relevant, professional experience.

Licenses and Certificates:

A valid license to drive a vehicle in Colorado and a safe driving record is required at the time of appointment and throughout employment.

Other Requirements:

Must pass a criminal background check prior to appointment.

Knowledge and Skills in:

- Programs, fiscal, and personnel management techniques.
- Extensive and advanced knowledge of all aspects of the program specialty.
- Effective leadership and supervision skills.
- Interpreting rules, regulations, laws and procedures.
- Related systems, including but not limited to: provider and family systems, state, federal, and local government systems; educational systems; and primary/behavioral health systems.
- Complex assessment; immediate and sound decision-making, especially in crisis situations; knowledge of agency policies and procedures.
- Community resources and how to access them.
- Dealing with hostile, angry and dysfunctional clients.

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- High level of communications skills – both written and oral.

Ability to:

- Lead and facilitate meetings and strategic planning efforts.
- Deal with stress and emergencies.
- Be organized, meet deadlines and complete work.
- Be non-judgmental, empathetic, and assertive, yet not aggressive.
- Develop and maintain effective and cooperative working relationships with co-workers, clients, other agencies, and the community as a whole.
- Proficiently use word processing and computer programs including in Microsoft Office Products including Word, Excel and Outlook, as well as navigating a Windows based computer system and the Internet.
- Adhere to confidentiality guidelines and appropriate release of information.
- Effectively utilize standard business software, including word processing, spreadsheet, database, Internet, and email programs to track and maintain information.

Physical and Mental Standards

The physical and mental standards described here are representative of those that must typically be met by employees to perform the essential functions of this class successfully. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Frequently sit at a desk for extended periods of time.
- Frequently walk and stand.
- Frequently use finger dexterity and operate a keyboard.
- Capable of lifting a minimum of 40 pounds and have the capability to stoop over. Frequently use vision to read documents, view computer screens, and see close and distant objects.
- Frequently use speech and hearing to engage in conversation, in person, and over the telephone.

TYPICAL WORKING CONDITIONS:

- The employee typically works in a standard office environment where the noise level is moderate.
- The employee may occasionally be exposed to trauma, grief, or unpleasant physical environments.
- Job duties require working extended hours or hours outside of the regular schedule and include on-call assignments.