

THE CHILDREN'S COUNCIL
Job Posting
Early Childhood Director

OUR MISSION

The mission of The Children's Council is to support, endorse and help establish any program or project that enhances the health, development and well-being of the children of Lancaster County, SC.

KNOWLEDGE, SKILLS and ABILITIES

- Decision making, organization, versatility, initiative, and interpersonal skills
- Communication Skills
- Ability to multi-task and set priorities
- Strong written/oral communication skills and an ability to work with diverse groups of people
- Mastery of Google Suites and Microsoft platforms
- Proficient in Canva

MINIMUM QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty in accordance with the mission. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Bachelor's degree in social sciences or related field preferred
- Clean Background Check
- Able to sit or stand for long periods of time
- Ability to lift and carry 25lbs
- A valid Driver's License
- US Resident or Work

PHYSICAL REQUIREMENTS

Must be able to lift, carry, push, pull or otherwise move objects up to twenty-five pounds. Physical demands of this position exceed those for sedentary work; must be able to remain on feet for extended periods of time.

OVERVIEW

Under supervision of the Executive Director, the Early Childhood Director is responsible for the planning, implementation and supervision of operations of the agency's Early Childhood Programs. This role requires comfort and capability in making decisions and assuming leadership responsibilities within the program. The Program Director should be able to communicate effectively with a wide

range of audiences, engage with parents, children, and community members in multiple settings. The ideal candidate for this position must be a self-starter, adapts well to change, and able to communicate effectively.

KEY FUNCTIONS

Responsibilities will include, but are not limited to, the following:

- Implement the ParentChild+ and Baby Blocks program with fidelity to the model and to effective practice recommendations.
- Conduct home visits to clients participating in or interested in the program.
- Honor the racial, ethnic, cultural, and socioeconomic diversity of families.
- Recognize that all families have strengths and approach working with families in a manner that builds on the strengths. Focus on the positive aspects of the family.
- Concentrate on prevention of problems. Highlight the promotion of healthy habits and relationships.
- Work with home visitors to insure they work with families in a way that empowers them.
- Sharing with parents, on a continuing basis and in a supportive manner, complete and unbiased information.
- Encourage and facilitate family-to-family support and networking.
- Plan and develop with the parent/s an individualized program for the family, including establishing a caring professional relationship and a climate of mutual trust and respect for the parents.
- Work with home visitors to strengthen the family's knowledge of child development, including assisting parents to understand the importance of responsive care giving, and planning and conducting child education activities with the parents which meet the child's intellectual, physical, emotional, and social needs. This includes:
 - Discussing and identifying with parents appropriate responses to their child's behavior.
 - Discussing how to strengthen nurturing, supportive environments and relationships in the home.
 - Helping parents better understand mental health issues and supporting parents' participation in any needed interventions.
 - Assist in providing special help for children with atypical behavior and development.
- Assist home visitors to work with parents to strengthen their knowledge of community resources and support parents in problem solving.
- Provide families with a variety of activities to promote the cognitive, linguistic, emotional, social and physical development of children.
- Provide, either directly or through referrals, opportunities for children and families to participate in family literacy services by:
 - Increasing family access to materials, services, and activities essential to family literacy development; and
 - Assisting parents as adult learners to recognize and address their own literacy goals.

- Gear the program to the needs of individual children and families with concerns for their interests, handicaps, special talents, and individual style and pace of learning.
- Assess each child's growth and development and design and implement individualized service plans for each child and family.
- Assess each family to determine whether the kind, quality and timeliness of services received through referrals met family expectations and circumstances.
- Promote, organize, and insure parent participation in conduct of annual program evaluation and self-assessment.
- Attend all recommended trainings for Parent-Child Home Program Supervisors, as well as the Parent-Child Home Program annual conference.
- Plan and organize weekly staff meetings.
- Conduct regular one-on-one supervision with staff.
- Oversee purchasing and inventory of all program materials, including program books and toys.
- Oversee program budget.
- Prepare monthly reports and submit data to grantors
- Other duties and responsibilities as directed by executive director.

BENEFITS

- Salary Range: \$45,000-\$50,000
- Medical Benefits Package: \$6,500
- Paid Time Off
 - Vacation
 - Holiday
 - Medical