

Early Childhood Education Director

Reports To: Executive Director

Supervises: Health Services Manager, Child Services Manager, Family Services Manager, Child Care Partnership Manager, and other Early Childhood Education staff.

Position Summary

The Early Childhood Education (ECE) Director provides strategic leadership, administration, and oversight for all CAAM early childhood programs, including Head Start, Early Head Start, GSRP and other related initiatives. The Director is responsible for program quality, regulatory compliance, fiscal management, staff leadership, community partnerships, and the achievement of program goals that support children and families throughout the service area.

Key Responsibilities

1. Provide leadership and oversight for all Early Childhood Education programs, services, operations, and staff.
2. Ensure compliance with all applicable federal, state, local, and funding-source requirements, including Head Start Performance Standards.
3. Develop, implement, and monitor systems that support program quality, accountability, and continuous improvement.
4. Lead program planning, grant development, contract administration, and reporting activities.
5. Develop and manage program budgets in collaboration with agency leadership and finance staff.
6. Build and maintain effective partnerships with parents, community organizations, school districts, service providers, and funding agencies.
7. Support and collaborate with the Parent Policy Council, governing bodies, and advisory committees.
8. Analyze program performance data and prepare reports, recommendations, and corrective actions as needed.
9. Recruit, supervise, develop, and evaluate management staff and support a positive organizational culture.
10. Represent CAAM at meetings, conferences, public events, and community initiatives that advance early childhood education services.

Qualifications

- Required: Bachelor's degree in early childhood education, Education, Human Services, Public Administration, Business Administration, or a related field.
- Master's degree preferred.

- Minimum of three years of progressively responsible leadership or management experience, preferably in early childhood education, human services, or a related field.
- Experience with grant administration, budgeting, program compliance, and staff supervision.
- Knowledge of Head Start Performance Standards and applicable federal and state regulations preferred.
- Strong leadership, organizational, communication, and relationship-building skills.
- Proficiency with standard business software and data management systems.

Physical Requirements

The position requires the ability to sit, stand, walk, communicate effectively, and travel throughout the service area. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions of the position.

CAAM is an Equal Opportunity Employer.