



Job Posting

Child Development and Family Services Division Director (Head Start Experience Required)

Open Date: November 28, 2023

Close Date: December 21, 2023

Location: In-House (Fort Pierce, Florida) The Agricultural and Labor Program, Inc. (ALPI) Administrative Office, 2202 Avenue Q, Fort Pierce, Florida 34950

Salary: \$80K-\$90K (Based on Skills, Credentials, and Experience)

The Agricultural and Labor Program Inc., is seeking an experienced Early Childhood Professional to head up the agency's Child Development and Family Services Division, to include Head Start and Early Head Start. Under the direct supervision of the Chief Operating Officer, the Director is responsible for managing all Division activities to ensure quality service delivery to eligible children, individuals, families and farmworkers, in accordance with agency, Local, State, and Federal regulations, laws and requirements. Specific responsibilities include effective leadership, grant writing, planning, implementing, and monitoring intake processes, developmentally appropriate learning environments, technical assistance, program performance standards, outcomes measurement and reporting, continuous improvement efforts and staff supervision and management.

SUPERVISORY RESPONSIBILITIES

Senior Managers
Office Support Supervisor

QUALIFICATIONS

To execute this job successfully, an individual must be able to perform each essential duty satisfactorily.

The requirements listed below are representative of the knowledge, skill and/or ability required:

- Demonstrated supervisory, fiscal management and program administration experience.
- Familiarity Division Laws, regulations, standards, and its philosophy.
- Excellent communication and interpersonal skills.
- The ability to work with varying personality styles.
- Ability to relate to children, customers, families and staff.
- Ability to work without close supervision.
- Ability to supervise effectively and to serve as a mentor to staff.
- Sensitivity to diverse cultures, races, and low-income family situations.
- Demonstrated experience in:
 - Early childhood education.
 - Employee and supervisor training, development, and mentoring.
 - Budgeting and forecasting.
 - Compliance with regulations at the federal, state and/or local levels.
 - Excellent interpersonal skills and high ethical standards.
 - Ability to think creatively and be a key contributor to Agency-wide goals.
 - Thorough knowledge of theory and practices, administrative principles and techniques to direct comprehensive program for children, individuals, families and farmworkers.
 - Minimum 5-8 years' experience in related field, to include the administration and management roles.
 - Minimum of a bachelor's degree, preferably in a related field of study.

Apply via: <https://alpi.org/employment/> or by scanning the QR Code

