

PROGRAM DIRECTOR, WHITE CENTER EARLY LEARNING INITIATIVE

Purpose Statement

The job of Program Director, White Center Early Learning Initiative was established for the purpose/s of providing leadership, development and coordination of comprehensive services to White Center Early Learning Initiative (WCELI); providing supervision, training and support to meet the needs of services directly delivered by PSESD and those of partner agencies/programs.

Application Due: Open until filled; 3rd close: Tuesday, 10/21/08

Anticipated Hire: 11/15/08

Salary Range: \$72,339 - \$94,915/yr, DOE. **Schedule:** FT, year 'round

Position Location: White Center

Application Procedure

All employment opportunities at Puget Sound ESD can be viewed on our web site, at www.psesd.org. You may apply for any position through our online application system, at http://168.99.1.74/edrmonline/app/app_welcome.asp.

After completing the online application, please go to the Open Jobs area and click "apply" next to any position for which you wish to apply. Only complete applications will be considered (those which contain an application, resume, cover letter, and supplement if required), and must be in the Human Resources Office by the date of closing.

Selection Process

Required qualifications for each position are listed in the job description. To assist us in the evaluation process, your application, cover letter, resume and supplemental materials (if required) should clearly reflect how you meet the stated job functions. If it is determined that you meet the minimum qualifications for the position you applied for, you will be contacted. If not, feel free to check our website on a regular basis for future job openings.

Applicants will be notified of their status during the screening and/or selection process. However, due to the large volume of applications received on a daily basis, we regret that we are not able to respond to individual inquiries regarding your application status.

For more information contact:

Human Resources Office

800 Oakesdale Avenue SW
Renton, WA 98057

Phone: 425.917.7608

Fax: 425.917.7610

Email: jobs@psed.org

Functions

- Collaborates with others (e.g. community health agencies, subcontractors, providers, program management and planning teams, community organizations, etc.) for the purpose of implementing and maintaining services and/or programs.
- Compiles information and/or statistics for the purpose of ensuring the availability of data for reporting purposes.
- Conforms to the PSESD's Principles That Guide Our Culture for the purpose of 1) building trust, collaboration, and strong teams within the program and the Agency and 2) providing exemplary service to external clients.
- Develops long and short range plans, programs and policies for the purpose of delivering services in conformance with ESD and funder requirements/objectives.
- Develops partnerships and grants for the purpose of supporting program services.
- Directs the delivery of services, as assigned, for the purpose of ensuring that performance outcomes are achieved within budget, department and program objectives and in compliance with established regulations, and objectives/goals of funders.
- Evaluates assigned programs and services for the purpose of providing recommendations and/or ensuring services are delivered in compliance with ESD and funder requirements/objectives.
- Identifies trends in service delivery outcomes for the purpose of providing targeted training and other program improvements to ensure compliance with ESD, state and federal requirements and program goals and objectives.
- Monitors assigned activities and/or program components (e.g. budgets, program development, service plans, contracted services, etc.) for the purpose of coordinating activities and ensuring compliance with established financial, legal and/or administrative requirements.
- Oversees the development of agreements between PSESD and partner agencies for the purpose of ensuring and promoting appropriate services for children and families.
- Participates (including coordinating and leading) in meetings, workshops and seminars for the purpose of conveying and/or gathering information required to perform functions.
- Prepares a variety of written materials (e.g. reports, budgets, training materials, improvement plans, contracts, letters, memo, etc.) for the purpose of documenting activities, providing written reference and/or conveying information.
- Provides leadership for the purpose of ensuring delivery of high quality services to children and families.
- Provides training to ESD and partner staff for the purpose of ensuring services are delivered in conformance with established guidelines, goals and objectives.
- Researches a variety of topics (e.g. community health services, child care resources and referral agencies, research-based early learning strategies, etc.) for the purpose of being knowledgeable on trends and changes and/or making recommendations.
- Serves as a liaison between program and local community service agencies, other childhood programs, and relevant professional organizations for the purpose of facilitating the effective delivery of services.
- Assists other personnel as may be required for the purpose of ensuring an efficient and effective work environment.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform the functions of the job include: program development/management, operating standard office equipment including using a variety of software applications; planning and managing projects; and preparing and maintaining accurate records.

KNOWLEDGE is required to perform algebra and/or geometry; read technical information, compose a variety of documents, and/or facilitate group discussions; and solve practical problems. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: direct experience in early learning field, program planning and development; childhood education principles; and adult learning styles and the change process.

ABILITY is required to schedule a significant number of activities, meetings, and/or events; often gather, collate, and/or classify data; and use basic, job-related equipment. Flexibility is required to independently work with others in a wide variety of circumstances; work with data utilizing defined but different processes; and operate equipment using defined methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with a variety of data; and utilize specific, job-related equipment. Independent problem solving is required to analyze issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is limited. Specific ability-based competencies required to satisfactorily perform the functions of the job include: flexibility, providing direction & leadership to grow and develop new program, communicating with diverse

Responsibility

Responsibilities include: working independently under broad organizational guidelines to achieve unit objectives; directing other persons within a small work unit; and directing the use of budgeted funds within a work unit. Utilization of significant resources from other work units is routinely required to perform the job's functions. There is a continual opportunity to significantly impact the organization's services.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling; and some fine finger dexterity. Generally the job requires 50% sitting, 25% walking, and 25% standing. This job is performed in a generally clean and healthy environment.

Job Requirements: Minimum Qualifications

- Experience** Job related experience with increasing levels of responsibility is required.
- Education** Masters degree in job related area.
- Equivalency** BA Degree with increasing levels of job-related experience may substitute for Master's Degree.

Required Testing

None Specified

Certificates & Licenses

Valid Driver's License & Evidence of Insurability

Continuing Educ. / Training

None Specified

Clearances

None Specified

The following policies have been adopted and are reflected in our employment practices:

It is the policy of the Puget Sound Educational Service District to employ persons on the basis of experience, training and merit. There shall be no discrimination against any employee or applicant because of race, creed, color, religion, marital status, sexual orientation, national origin, sex, age, mental/sensory/physical disability, except as necessary to meet a bona fide occupational qualification. The district shall comply with state and federal laws as may pertain thereto.

The State of Washington is an Equal Opportunity Employer. Persons with a disability who need assistance in the application or testing process, or those needing this announcement in an alternate format, may call Human Resources at (425) 917-7608 (TDD: 425-917.7833)

This organization is a drug and tobacco free workplace.

This organization requires a successful applicant to provide employment eligibility and verification of a legal right to work in the United States in compliance with the Immigration Reform and Control Act.

Washington State law requires all personnel working in education to go through a Washington State Patrol criminal history background check. This process will be required of all new hires of PSESD. For those positions requiring direct contact with children, fingerprinting for both state and federal background checks is required. The cost incurred for this procedure will be reimbursed to the employee.