

**Alamance Partnership for Children  
Child Care Services Manager  
Job Description**

<b>Job Title: Child Care Services Manager</b>	<b>Reports to: Program Director</b>
<b>Department/Activity: Child Care Services</b>	<b>Classification: Exempt</b>
<b>Supervises employees : Yes</b>	<b>Number of hours per Week: 40</b>
<b>Salary: \$48,000 - \$49,000</b>	

<b>Objective:</b>
The Child Care Services Manager is responsible for the successful operation of the child care resource and referral activities (CCR&R) and will work to maintain quality, consistency, confidentiality, and effectiveness of all child care services-related initiatives.
<b>Responsibilities:</b>
<ul style="list-style-type: none"> <li>• Oversee the hiring, training, and orientation of the team of Early Childhood Specialists, Family Support Specialist (FSS) and the Behavior Specialist (BS);</li> <li>• Develop and/or update all child care service procedures as needed;</li> <li>• Work with the CCR&amp;R Region 15 Lead Agency to ensure all contract requirements are being met;</li> <li>• Ensure compliance with NCPC contract;</li> <li>• Lead and/or contribute to regularly scheduled staff meetings and conduct individual meetings as needed;</li> <li>• Monitor the BS, CCR&amp;R and CCSA budgets and approve expenses;</li> <li>• Review and monitor records for all child care service activities. Ensure completion of assessments and surveys within required timelines and as per contract requirements;</li> <li>• Follow-up with all monitoring issues related to child care service activities;</li> <li>• Develop, oversee, and maintain spreadsheets and databases for data collection;</li> <li>• Report all child care service activity data on a quarterly basis;</li> <li>• Oversee documentation related to all child care service activities;</li> <li>• Develop a comprehensive training calendar that complies with Region 15 requirements and meets the needs of the child care provider community. Ensure that all trainings are approved by the Division of Child Development and are credit bearing.</li> <li>• Promote child care service activities in the community;</li> <li>• Conduct annual evaluations for the Early Childhood Specialists, Family Support Specialist and Behavior Specialist;</li> <li>• Coordinate community outreach events;</li> <li>• Oversee the Outdoor Learning Environment;</li> <li>• Provide professional development opportunities; and</li> <li>• Assist in additional tasks assigned by Executive Director and Program Director.</li> </ul>
<b>Requirements:</b>
<b>Education/Experience:</b>
<ul style="list-style-type: none"> <li>• Bachelor’s degree in child development, early childhood education or a human services related field, plus experience working with or on behalf of children birth through five years.</li> <li>• Prefer a Master’s level degree in the above mentioned areas.</li> </ul>
<b>Special skills/Training:</b>
<ul style="list-style-type: none"> <li>• Excellent oral/written communication skills;</li> <li>• Strong organizational and time management skills;</li> <li>• Able to work independently and organize multiple tasks;</li> <li>• Team management experience;</li> <li>• Early childhood experience;</li> <li>• Knowledge of local mental health services as they pertain to the birth to five population;</li> </ul>

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- Knowledge of and experience with the Environment Rating Scales
- Knowledge of the NC Child Care Rules and Regulations
- Knowledge of local, regional, state and federal early childhood issues;
- Training in conducting assessments; and
- Home visit coordination experience.

**Additional education/experience/skills/training preferred:**

- At least one year of successful supervisory experience;
- Experience in resource and referral and/or non-profit work;
- Knowledge of North Carolina's Smart Start Initiative.

Please submit cover letter with resume to **[humanresources@alamancechildren.org](mailto:humanresources@alamancechildren.org)**.

**No phone calls please.** Position open until filled.