

MIDWESTERN INTERMEDIATE UNIT IV

TITLE: Director of Child Care **DATE:** May 21, 2003
Information Services **REVISED:** August 13, 2014

REPORTS TO: Executive Director **APPROVED BY:** Board of Directors

JOB SUMMARY: Oversee the operations of the Office of Child Development and Early Learning (OCDEL) Department of Public Welfare funded child-care subsidy program, Child Care Information Services. Train support staff according to Office of Child Development and Early Learning (OCDEL) Department of Public Welfare standards.

PRIMARY DUTIES AND RESPONSIBILITIES:

- 1. Maintain program compliance with Department of Public Welfare eligibility regulations.
- 2. Supervise all eligibility determinations to ensure all are accurate and timely, and only eligible children are receiving service.
- 3. Supervise outreach efforts of program to ensure that county residents are aware of availability of subsidized child care as well as resource and referral services.
- 4. Prepare and submit state reports in a timely manner.
- 5. Authorize fiscal activity for program including provider payment, expenditures of Department of Public Welfare grant and monthly expenses.
- 6. Authorize the execution of provider agreements to ensure they are in compliance.
- 7. Serve as liaison between Office of Child Development Early Learning, Midwestern Intermediate Unit IV and Lawrence County Board of Commissioners.
- 8. Maintain ongoing communications with providers regarding Child Care Information Services.
- 9. Attend Department of Public Welfare mandated meetings which may require travel.
- 10. Cooperate with County Assistance Office and Domestic Relations Office to ensure clients are supplying accurate information.
- 11. Cooperate with office of Inspector General to prevent and prosecute fraud, which may require court appearances.
- 12. Write the grant and submit the budget for the continued operation of the program.
- 13. Plan, prepare, revise and administer service area budget.
- 14. Work with Lawrence County Board of Commissioners to ensure proper

payments are executed.

15. Maintain safe working environment.
16. Ensure the implementation of job descriptions within the service area and monitor, evaluate and modify as the need dictates.
17. Evaluate appropriate staff personnel according to policy established by the Board of Directors.
18. Perform other duties as assigned by the Executive Director.

QUALIFICATIONS:

- Two (2) years management experience required
- Early childhood education/child care required
- Bachelor's degree is required
- Must have valid driver's license
- Submission of pre-employment medical examination (Section 148 of the Pennsylvania School Code)
- Submission of a report of criminal history record from the Pennsylvania State Police (Section 111 of the Pennsylvania School Code)
- Submission of a clearance report from the Pennsylvania Department of Public Welfare in accordance with Act 151 of 1994
- Submission of Federal Criminal History Report in accordance with Act 114 of 2006
- Submission of Arrest/Conviction Report and Certification Form per Act 24 of 2011
- Such alternatives to the above qualifications as the Board of Directors may find appropriate and acceptable

PHYSICAL DEMANDS:

- Ability to reach above and below the waist
- Ability to use fingers to pick, feel and grasp objects
- Some stooping, bending and twisting of the body required
- Ability to lift and/or carry supplies and/or papers weighing no more than 50 lbs.
- Ability to mostly sit with some walking and standing or moving throughout the work environment

SENSORY ABILITIES:

- Visual acuity
- Auditory acuity

WORK ENVIRONMENT:

- Typical office environment
- Subject to inside environmental conditions

TEMPERAMENT:

- Must possess excellent interpersonal skills
- Must be able to work in an environment with frequent interruptions
- Able to make judgments and work under high level of stress

COGNITIVE ABILITY:

- Ability to communicate effectively
- Ability to organize tasks
- Ability to handle multiple tasks
- Ability to exercise good judgment

SPECIFIC SKILLS:

- Must possess leadership skills
- Must possess supervisory skills
- Must possess computer skills
- Ability to operate various office equipment

(Reasonable accommodations may be made to enable a qualified individual with a disability or disabilities to perform the primary duties and responsibilities of the job.)