

Position Description

Director of Programming

Job Identification

Job Title:	Director of Programming
Status:	Exempt
Immediate Supervisor:	Executive Director
Duration:	Full Time

Our Mission

Baby TALK's mission is to positively impact child development by nurturing healthy and responsive relationships during the critical early years.

Job Summary

The Director of Programming leads and manages Baby TALK's direct services for families in the Decatur, Illinois area. This position serves on the organizational leadership team, and leads and manages the Early Care and Education, Family Engagement, and Community Engagement departments. The Director of Programming upholds and carries out the Baby TALK core values and relationship based approach. They serve as the Early Head Start and Prevention Initiative Director to include reporting and compliance with performance standards and all funder requirements. This role leads the programmatic goal setting and continuous quality improvement process of all Baby TALK programs. The Director of Programming ensures that the organization's core values, policies, procedures, and standards are properly applied and interpreted by staff according to all funding streams to include Early Head Start performance standards and the Illinois State Board of Education. The Director of Programming provides supportive supervision, clear accountability, and reflective practice to supervisees. They uphold the Baby TALK Quality Confirmation process for the Decatur Baby TALK program and contribute to the national expansion of the Baby TALK model.

Essential Functions

- Serves as the primary point of contact with Office of Head Start and the Illinois State Board of Education to include reporting and compliance with all funder requirements
- Supervise and provide reflective supervision to the Early Care and Education Manager, Family Engagement Manager, Community Engagement Manager and Data Specialist
- Meet with the Executive Director twice a month for reflective supervision
- Facilitate and create a seamless communication system for Baby TALK's program managers to include regular staff meetings and other methods of regular communication



- Ensure Baby TALK Model Fidelity through establishing and overseeing systems of accountability and support for staff
- Lead the Early Care and Education Manager, Family Engagement Manager, and Community Engagement Manager to provide seamless and cohesive coordination of high quality direct programming for Decatur area children and families
- Ensure systems are established and regularly monitored to ensure compliance with all applicable regulations, including Office of Head Start, Department of Child and Family Services, and Prevention Initiative
- Lead and maintain the Baby TALK Quality Confirmation credential and the Illinois Excelerate Quality Circle
- Ensure the data tracking systems in all Baby TALK programming departments include school readiness, child outcomes tracking, and family outcomes
- Use data to inform systems development, continuous quality improvement and to inform decisions
- Write, submit, and monitor major grant applications
- Serve as a member of the Baby TALK director leadership team
- Present monthly program reports at the Baby TALK Board of Director meetings and Policy Council meetings
- Manages the development and oversees Policy Council meetings
- Inform and support the ongoing research and evidence-based of the Baby TALK model
- Supports and informs the national expansion of the Baby TALK model

Requirements

Education and Job Requirements

BA in Human Services, Social Work, Early Childhood Education or related field. Five (5) years combined experience preferred. Experience in family engagement, supervision of staff and in the development of comprehensive quality program plans preferred. Ability to interact positively with program participants, agency representatives, and the community-at-large.

Other Job Requirements

- Demonstrated knowledge of Head Start and ISBE Prevention Initiative systems or a willingness to learn.
- Effective management skills including: written and verbal communication skills, decision-making skills, supervision abilities, managerial skills, time and stress management skills, organizational skills, project management skills, and observational skills.
- Demonstrate a high level of professional qualities to include: collaboration, self-reflection, listening skills, continuous learning, cultural sensitivity, "wondering stance", and a growth mindset.
- Ability to work cooperatively with supervisor, peers, and subordinates.
- Ability to travel occasionally.
- Ability to pass agency sponsored physical examination.



- This position is an authorized driver and must possess own vehicle, current driver's license, good driving record, and auto insurance coverage.
- THIS IS A MANDATED REPORTER POSITION.
- Must have ability to operate computers and possess knowledge of MS Windows, Microsoft Word and other data management software.
- Effective training and professional development skills.
- Must perform duties with moderate direction given, operating from established directions and instructions. Decisions are made with general agency policy constraints, but requires independent decision-making.

Other Job and Skill Preferences

- Experience in the development of and participation in collaborative boards or bodies.
- Experience in the development of program plans.

Physical Requirements of the Job

Job Conditions:

There may be frequent interruptions, working alone, evening or weekend work, working long hours during peak periods. May be exposed to illnesses generally attributed to children.

Mental Requirements of the Job:

Continuous interaction with co-workers, parents, children, and community stakeholders. Must relate positively to children and adults. Patient, able to resolve conflicts, creative, and resourceful. Excellent problem solving, planning, and organizational skills. Frequently faces deadlines with attention to detail and must complete tasks in a timely manner. Must gather and analyze data and regulatory material and make presentations to local staff and outside agencies. Supervision of multiple staff who oversee a wide-range of family services and supports. Considerable amount of variable levels of concentration with frequent or constant interruptions. Must be able to handle multi-faceted tasks on a frequent basis.

Accountability

The Director of Programming is directly accountable to Baby TALK Executive Director. The Baby TALK Executive Director evaluates the Director of Programming twice a year and more frequently if needed. Reflective supervision is provided by the Executive Director on a regular basis. The Director of Programming is evaluated based on the responsibilities described in this Position Description.

Signature of Employee _____ Date _____

Signature of Supervisor _____ Date _____