



Job Description

Job Title: Director of Children's Services
Immediate Supervisor: EOA Executive Director
Component: Children's Services
Revised Date: December 2025
Status: Exempt

Mission Statement:

The mission of Economic Opportunity Agency of Washington County is empowering children and families to learn, connect, and succeed.

Job Summary:

The Director of Children's Services provides leadership and vision for early childhood programming at EOA of Washington County. This position also ensures that programs and projects comply with local, state and federal guidelines for grant compliance, quality and safety.

Requirements:

1. The Director of Children's Services must be an experienced administrator with management experience in child development theory and practices.
2. Baccalaureate degree and experience in supervision of staff, fiscal management, and administration is required.
3. Must have excellent leadership and management skills.
4. Must have proven successful interpersonal relationship skills to maintain effective and satisfactory working relationships with other agency department staff, vendors, clients, community partners, visitors, and others.
5. Ability to follow oral and written instructions with ability to read, interpret, and present information efficiently and effectively.
6. Must be able to give presentations and explain financial data to groups.
7. Must be able to accurately audit records and ensure compliance with written or oral guidelines.
8. Maintain confidentiality of clients with tact, respect and discretion.

Supervisory Relationships:

Reports to the EOA Executive Director. Supervises all Children's Services staff, either directly or indirectly (according to organizational chart) in Head Start, Early Head Start, and Children's House Programs.

Other:

Primarily an office position. Some local travel will be required with normal exposure to traffic hazards. Some out of town travel will be required. Some night and weekend work may be required.

Essential Job Responsibilities:

- 1. Program Design & Management-** Provides oversight for contracts to ensure high quality services and compliance with funders' rules and regulations. Responsibilities include but are not limited to assuring that:
 - All child care centers meet child care licensing requirements and either have quality certifications or are actively working towards quality certifications.
 - Nutrition services follow USDA/CACFP guidelines.
 - Physical safety and well-being of children and staff are secured.
 - An environment that is tolerant and respectful of child and family culture and values is fostered and maintained.
 - Curricula and activities are developmentally appropriate.
 - Behavior management plans foster positive guidance.
 - Confidentiality is maintained in all offices and facilities. All records and observations, whether verbal or written, shall only be provided on a need to know basis.
 - Parents and caregivers are informed of services provided to their child and family, center activities, policies and enrollment procedures and policies.
 - Records and reports are accurate and submitted in accordance to the funders' guidelines.
- 2. Monitoring, Systems & Analysis-** Routinely monitors programs for compliance and encourages continuous quality improvement. Responsible for strategic planning oversight in the Children's Services component and generating required reports. Provide ongoing monitoring of program impact and progress made toward long and short term goals.
- 3. Human Resources-** Ensures the hiring of qualified staff and develops plans for recruiting, hiring, supervision, evaluating, training and retaining skilled staff necessary for the success of the early childhood programs. Maintains internal staff website for effective sharing of information among staff. Develop and implement staff initiatives that promote a positive work environment, staff well-being, and encourage professional development.
- 4. Public Relations-** Fosters good public relations with funders, individuals, businesses and groups in the community. Coordinates plans with Executive Director and Advancement Director to build strong and effective partnerships with funders.
- 5. Finance-** Provides leadership in developing budgets and communicating financial goals and outcomes to the Executive Director and EOA Fiscal Department. Implement internal reporting systems and procedures for monitoring fiscal activities.
- 6. Program Governance-** Maintains a formal structure for program governance that includes a governing body, a policy council, and parent committees to oversee and provide direction for the Head Start and Early Head Start programs.



General Staff Responsibilities:

1. Participate in staff meetings, conferences, training sessions, and workshops.
2. Maintain confidentiality in regard to staff and family information.
3. Fulfill role as mandated reporter as stated in child abuse and neglect policy.
4. Perform any other work-related duties as requested by your supervisor.
5. Be present at work in order to provide consistency of services.
6. Be a contributory team member in a positive/productive manner.
7. Demonstrate commitment to mission, values, and policies in the performance of daily duties.

Economic Opportunity Agency of Washington County, Inc. (EOA) is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard for race, color, religion, sex, national origin, disability status, protected veteran status, or any other characteristic protected by law.

Employee Signature

Date

Executive Director

Date