



COMMUNITY COLLEGE
OF RHODE ISLAND

Division of Institutional Equity and Human Resources

POSITION DESCRIPTION

TITLE	Program Director Human Services
POSITION NO.	502292
LOCATION	Warwick
REPORTS TO	Professor
GRADE	PSA 14
WORK SCHEDULE	Non-Standard: 35 hours per week
SUPERVISION	Program staff and clerical support as assigned.
REVISION DATE	June 2019

JOB SUMMARY:

Perform duties necessary to plan and coordinate classes, programs and activities related to a variety of programs for DHS, such as, but not limited to, RI Early Childhood Education and Training Program and Child Development Associate (CDA) program.

DUTIES AND RESPONSIBILITIES:

- Oversee the daily operation of the RI Early Childhood Education & Training Program as issued by the Department of Human Services, Office of Childcare.
- Develop, oversee and monitor all aspects for the Child Development Associate (CDA) program.
- Collaborate with RI T.E.A.C.H. program coordinator to ensure all T.E.A.C.H. applicants and program requirements is completed prior to admission and provide assistance with communicating scholarship expectations, requirements and benefits.
- Secure classroom space, instruction, course materials, workbooks, and reusable textbooks for RIECETP grant and CDA program courses.
- Collaborate with center-based and family childcare providers to develop and implement high quality educational and environmental opportunities.
- Serve as liaison to the CCRI Department of Human Services, RI Department of Human Services, RI Child Care Directors Association and the Department of Education.
- Hire, supervise and evaluate mentors, instructors, academic mentor and support staff for both the CDA staff and RIECETP grant program.
- Collaborate with SEIU 1199 Union to recruit family childcare providers to participate in the Spanish CDA program and collaborate with center base programs to recruit students to participate in the CDA program.
- Active and continuous participation in professional development.
- Analyze student data to produce statistical reports. Provide DHS with updated information regarding students CDA status.
- Responsible for recruitment of grant students and center-based and family childcare providers.
- In collaboration with the Grant Administrative Coordinator: monitor the grant(s) budget, order and maintain educational supplies and equipment, submit payroll, maintain updated center-based, family home care providers and student records.
- Demonstrate commitment to the community college mission and its diverse student populations.
- Strong communication, organizational and interpersonal skills and a collaborative approach to working with students, colleagues and the early childhood community.
- Advise, monitor and assist grant students to achieve academic and employment success.
- Willingness to travel to multi-campus locations, center-based and family childcare providers.
- Demonstrate a commitment to the philosophy and mission of a comprehensive community college.
- Work collaboratively with others in a diverse and inclusive environment.
- Other duties as required.

LICENSES, TOOLS, AND EQUIPMENT:

- Various office equipment which may include computers, typewriters, telephones, copy and fax machines, calculators, etc.

ENVIRONMENTAL CONDITIONS:

This position is not substantially exposed to adverse environmental conditions.

REQUIRED QUALIFICATIONS:

- Master's degree in Adult Education or related field required.
- Certification in Early Childhood Education – Pre-K to Grade 2, required.
- Grant management experience required.
- CDA Professional Specialist training required.
- At least five years of Environmental Rating Scales (ERS) experience required.
- Completion of RIELDS Level III required.
- CLASS Certified/Reliable required.
- Experience using Banner required.
- Working knowledge of Microsoft Office Suite with proficiency in Word, Excel and Access required.
- Travel to multi-campus locations, center-based and family child care providers AS NEEDED.

PREFERRED QUALIFICATIONS:

- Ability to demonstrate a working knowledge of RI Workforce Knowledge Competencies preferred.
- Supervisory experience of professionals preferred.
- Working knowledge of Board maker VI and InDesign preferred.

All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.