



The Agricultural and Labor Program, Inc.

Job Description

Job Title:	Director
Classification Level:	Executive, Full-Time
Reports To:	Chief Operating Officer
FLSA Status:	Exempt
Pay Grade:	E 1
EEO- 6 Category	11-1021
Location:	Based on Program Division
Division:	Child Development and Family Support Services and Community Services and Economic Development Divisions
Revised:	April 5, 2021

SUMMARY

Under the direct supervision of the Chief Operating Officer, the Director is responsible for managing all Division activities to ensure quality service delivery to eligible children, individuals, families and farmworkers, in accordance with Agency, Local, State, and Federal regulations, laws and requirements. Specific responsibilities include effective leadership, planning, implementing, and monitoring intake processes, developmentally appropriate learning environments, technical assistance, program performance standards, outcomes measurement and reporting, continuous improvement efforts and staff supervision and management.

DUTIES AND RESPONSIBILITIES/ ESSENTIAL FUNCTIONS

- Provide overall administration of the Division in accordance with regulations and guidelines established by this Agency, and other Local, State and Federal regulating agencies.
- Supervise managers and staff to ensure compliance with the Agency's policies, and the policies and guidelines of ALPI's regulatory agencies and grantors.
- Prepare, communicate, monitor, and manage the Division budgets.
- Prepare and submit accurate and quality grant applications to include program performance reports in a timely manner.
- Provide communication and oversight to Governing Bodies, including annual reviews of the enrollment policy, community needs assessment, by-laws, and self-assessment; provide Governance training.
- Coordinate, plan and facilitate the annual community needs assessment to help evaluate the effectiveness and progress in meeting program goals and objectives per Performance and Organizational Standards.
- Ensure annual evaluations and professional development plans for all employees, including training schedules to enhance personnel skills regulatory and standards requirements.
- Establish and maintain record keeping and reporting systems that meet the needs of the division.
- Attend governance and other constituent and community partner meetings to further collaborate and support goals and regulatory requirements of the division and Agency.
- Review and approve or disapprove all Division personnel actions.
- Maintain effective working relationships with the Local, State and Federal program officers, as well as Division stakeholders (staff, parents, volunteers, community education leaders, etc.).
- Assist in the development of new sites for the effective delivery of services, as needed.
- Maintain confidentiality of all private and personal information regarding children, customers, parents/caregivers, and staff.
- Attend appropriate training and workshops to stay abreast of issues affecting Division Administered Programs.

- Serve on related committees/boards in the community, or Division field, that enhance the Agency's Division Operations.
- Perform all other duties as assigned by the Chief Operating Officer.

SUPERVISORY RESPONSIBILITIES

Senior Managers
Office Support Supervisor

QUALIFICATIONS

To execute this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required:

- Demonstrated supervisory, fiscal management and program administration experience.
- Familiarity Division Laws, regulations, standards, and its philosophy.
- Excellent communication and interpersonal skills.
- The ability to work with varying personality styles.
- Ability to relate to children, customers, families and staff.
- Ability to work without close supervision.
- Ability to supervise effectively and to serve as a mentor to staff.
- Sensitivity to diverse cultures, races, and low-income family situations.
- Demonstrated experience in:
 - Early childhood education.
 - Employee and supervisor training, development, and mentoring.
 - Budgeting and forecasting.
 - Compliance with regulations at the federal, state and/or local levels.
- Excellent interpersonal skills and high ethical standards.
- Ability to think creatively and be a key contributor to Agency-wide goals.
- Thorough knowledge of theory and practices, administrative principles and techniques to direct comprehensive program for children, individuals, families and farmworkers.
- **Minimum 5-8 years experience in related field, to include the administration and management roles.**
- **Minimum of a bachelor's degree, preferably in a related field of study.**

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential job functions.

While performing the duties of this job, the employee is occasionally required to stand; walk; sit; use hands to finger, handle, keyboarding and gross manipulation, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and speaking, or hearing requirement. The employee must occasionally lift, push or pull and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, and ability to adjust focus (peripheral).

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential job functions:

- The work is performed mainly in an indoor office/classroom environment.
- Several times a day, there may be exposure to outside elements.
- The noise level in the work environment is usually moderate.
- Valid Driver's License Required.
- Occasional in-town and out-of-town travel may be required.

- Working some weekends and nights may be required.
- Possible exposure to blood, bodily fluids, or tissues (generally, only observing in the classroom).

Acknowledgement

This job description describes the general nature and level of work performed by an employee assigned to the role. It does not imply that these are the only duties and responsibilities assigned to the job. The employee may be required to perform other duties as requested by the Chief Executive Officer or Chief Operating Officer. All requirements are subject to change over time.

Approved By: Arlene Dobison, Chief Executive Officer	Approved Date:
Signature:	April 5, 2021

I acknowledge that this job description is neither an employment contract nor a legal document and that my employment is at-will. I have received, read, and understand the expectations for the successful performance of this job.

Employee (Print):	Date:
Signature:	