children's home + aid

Position: Vice President of Early Childhood Services, Metropolitan Chicago

Children's Home + Aid is a leading social service agency in Illinois. Each year, we help about 40,000 children and families overcome overwhelming obstacles such as poverty, abuse, and neglect. Since 1883, Children's Home + Aid has been a compassionate advocate for the welfare of children and families. Children's Home + Aid provides more than 70 social service programs focusing on child development, child abuse prevention and strengthening families. Children's Home + Aid's mission is to give children help, hope and opportunity.

We are seeking a Vice President to lead our Early Childhood Care and Education programming in the Metropolitan Chicago area, including the agency's northwest suburban sites. This position entails providing leadership, direction and oversight to $8 million in programming, staffed by 150 employees across six distinct locations. Specific program components include:

- Head Start and Early Head Start programming for 0-5 year-olds at our new state-of-the-art Mitzi Friedheim Englewood Child +Family Center located on Chicago's south side;
- Bilingual Head Start and early childhood service delivery for 2-5 year-olds at the Viva Family Center in Humboldt Park;
- Early childhood services for 0-5 year olds at three community child care centers in the suburbs of Schaumburg, Palatine and Carpentersville, including Preschool for All programming for 3-5 year olds; and
- A Resource and Referral program operated as an Action for Children community partner, which serves northern Cook County and is housed in Arlington Heights.

Key Responsibilities include:

- Leading the agency's early childhood program initiatives, including program development efforts to solidify best practices, promote innovation and establish consistency where appropriate throughout the agency's early childhood programs.
- Promoting excellence in service delivery by ensuring full compliance with Federal Head Start and Early Head Start Performance Standards, ISBE and CPS Preschool for All requirements, DCFS licensing standards, NAEYC and COA accreditation standards, and any applicable standards or contractual requirements of our public funding partners.
- Preparing and executing the operating budget for all Metropolitan Chicago early childhood programs, and managing expenditures within the approved budget.
- Developing relationships with funders, donors and community groups to engage support for early childhood programming in Metropolitan Chicago and throughout Children's Home + Aid.
- Serving as a member of the Metropolitan Chicago Management Team, including service on designated internal workgroups and taskforces.
- Representing Children's Home + Aid externally, where assigned, as the agency's leader on early childhood education.
- Ensuring the provision of pre-service and in-service training such that the professional development needs of staff are consistently met.

- Supervising five site directors, ensuring that the maintenance, kitchen, medical, office and other operational needs of all early childhood service sites are met such that each site is a safe, clean and healthy environment for clients and program staff.
- In conjunction with site directors and the Vice President of Policy and Planning, assessing and responding to local community needs.
- Ensuring Children's Home + Aid's personnel policies and practices are implemented within control unit, including: hiring staff; conducting appraisals; reporting leaves, promotions, and salary changes; working with the Executive Vice President/COO and Senior Vice President of Human Resources to ensure all disciplinary issues are handled promptly and effectively; and documenting all personnel actions.
- Interpreting program goals and methods of service delivery to senior administration, Trustee and Regional Boards and community groups and ensuring that all relevant Parent Policy Councils are active and engaged.

Qualifications:

- Master's Degree in Early Childhood Education or Administration, Education, Social Work, Psychology or a related human service field.
- Five (5) to Seven (7) years of direct practice in early childhood services, with at least two years in a Head Start or Early Head Start-funded program.
- A minimum of five (5) years of progressive supervisory/administrative experience in early childhood services, preferably in a Head Start or Early Head Start Grantee program.
- Must meet all Head Start Performance Standards, DCFS Licensing standards, and City of Chicago minimum requirements for staff holding Director-level positions in early childhood programs.
- As this position requires regular travel between Chicago and the Northwest Suburbs, a Valid Driver's License, current auto insurance and reliable automotive transportation are required.

We are proud to be an equal opportunity employer.

If you are interested in exploring this position, please forward a cover letter, resume, and salary history to Carianne Sites, Director of Human Resources and Training. Please include "Vice President" in the subject line.

Via e-mail: careers@childrenshomeandaid.org,
Via fax: (312) 424-6850
Via mail: Children's Home + Aid
125 S. Wacker, 14th Floor
Chicago, IL 60606