



Child Development Center, Region II
Sheridan and Johnson County
Executive Director

Application review begins June 30, 2024. Open until filled. Send cover letter, resume, and contact page to **busmgr@cdcregion2.org** Contact page available at www.cdcregion2.org

The Child Development Center is seeking a dynamic team leader who possesses a high degree of initiative, excellent organizational skills, and an understanding of early intervention services and regulations central to the education of children with disabilities. The applicant must possess effective governance skills for collaboration with a Board of Directors of this non-profit agency.

The Executive Director is part of a team of caring staff who are committed to partnering with families to help children grow and learn. Staff respect the family's diverse values and provide unique services in an unbiased manner. Staff collaborate with families for positive outcomes and strive to make a difference in the lives of young children.

Location: Sheridan and Johnson Counties, Wyoming

Reports To: Board of Directors

Benefits of this Year-Round Position: Medical and dental insurance (single coverage fully paid) and paid life insurance. Employee 403b plan (employer contribution 4% with an additional 4% match for voluntary employee contribution). Paid Sick Leave 10 days. Paid Personal Leave 2 days. Paid Vacation 10 days.

Salary Range: \$85,000 to \$95,000 depending on experience and education.

Qualifications: Bachelor's degree in education, business, health, or closely related area of specialization. Masters preferred. Prior leadership roles in program management, administration, supervision, team leadership or teaching is essential. Knowledge and skills in state regulatory requirements, finance, grants, instructional leadership, and advocacy.

Responsibilities:

- I. Effective Governance:
 - a. Collaborate with the Board of Directors to plan and execute strategic initiatives.
 - b. Assist the Board of Directors in the development of policies and procedures.
 - c. Implement and enforce adopted policies and procedures.
 - d. Assist the Board in budget development and securing local funding.
 - e. Support the Board in evaluating program efficiency and establishing goals.

- II. Professional Responsibilities
 - a. Engage with other agencies, state officials, and service providers to maintain effective communication networks.
 - b. Participate in state/community boards and committees relevant to CDC Region II's mission and vision.
 - c. Attend professional development workshops and conferences.
 - d. Exercise professional judgment while performing duties and interacting with others.

- III. Staff Recruitment, Development, Retention, and Supervision:
 - a. Take the lead in recruiting, developing, and retaining qualified staff, ensuring thorough verification of education, experience, and background.
 - b. Support staff growth and development.
 - c. Facilitate effective communication among supervisors and colleagues.
 - d. Conduct an annual staff training needs assessment.
 - e. Ensure proper orientation and ongoing development for new staff members.
 - f. Foster the development of successful teams through recruitment, organization, direction, supervision, and instruction of personnel.
 - g. Mediate conflicts among personnel, parents, agencies, and other stakeholders.
 - h. Oversee performance appraisals for personnel.

- IV. Program Services Support:
 - a. Establish and maintain operational systems aligned with the mission and vision of the Child Development Center.
 - b. Advocate for and uphold Child Development Center programs and policies, fostering a sense of unity within the organization.
 - c. Ensure compliance with state and federal regulations pertaining to special education/early intervention services.
 - d. Prepare and manage the budget, exercising control over expenditures.
 - e. Analyze, evaluate, and assess program needs to plan and project budgetary requirements.
 - f. Formulate plans to enhance programs and services.
 - g. Ensure effective fulfillment of State Contract deliverables.
 - h. Oversee the maintenance of the Centers to ensure optimal functioning.
 - i. Approve grant applications and ensure accountability criteria are met.