



Workforce Solutions Deep East Texas

Job Posting Notice

Senior Director of Child Care

Workforce Solutions Deep East Texas is seeking a Senior Director of Child Care. The Senior Director of Child Care will lead the planning, development, and execution of child care quality initiatives and oversee the performance of the Child Care Services Contractor. This senior-level role is responsible for ensuring the successful implementation of the Texas Rising Star program, providing expert guidance and technical assistance to partners, and managing compliance across all child care related programs. The Senior Director of Child Care will collaborate with internal and external stakeholder, including program contractors, educational institutions, and workforce development partners, to drive continuous improvement and align program goals with regional workforce objectives.

In addition to overseeing daily operations, the role will evaluate program performance, identify areas for improvement, and implement strategies to enhance efficiency and quality. The Senior Director of Child Care will be responsible for managing contract negotiations, monitoring performance metrics, and ensuring that all programs comply with regulatory and funding requirements. This position will exercise significant discretion and independent judgement, contributing to the development of key organizational plans, policies, and objectives.

Responsible for ensuring compliance with the U.S. Code of Federal Regulations, Uniform Guidance, and the State of Texas Grant Management Standards in the financial management of a budget exceeding \$20 million and all contract management and administration.

- Bachelor's degree from an accredited four-year college or university in early childhood education, child development, special education, child psychology, educational psychology, or a related field. Master's degree preferred.
- Skilled in strategic planning and problem solving, with the ability to analyze data and identify solutions for continuous improvement. Excellent communication skills, including the ability to make presentations and write reports that effectively communicate complex information to a variety of stakeholders.
- Ability to build and maintain relationships with community partners, stakeholders, and service providers to drive collaboration and success.

To view the full job description, visit www.detwork.org. Submission of a current resume, cover letter, and 3 – 5 professional business references are required. Position is open until filled. Applicants are encouraged to apply early. Phone calls are not accepted.

Workforce Solutions Deep East Texas is an Equal Opportunity Employer. Qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, age, national origin, disability, protected veteran status, gender identity or any other factor protected by applicable federal, state, or local laws. Auxiliary aids and services are available upon request to individuals with disabilities.



Job Description

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| Job Title: Senior Director of Child Care | Job Family: Program Support |
| Reports to: Executive Director | FLSA Status: Exempt |

Job Summary

The Senior Director of Child Care will lead the planning, development, and execution of child care quality initiatives and oversee the performance of the Child Care Services Contractor. This senior-level role is responsible for ensuring the successful implementation of the Texas Rising Star program, providing expert guidance and technical assistance to partners, and managing compliance across all child care related programs. The Senior Director of Child Care will collaborate with internal and external stakeholder, including program contractors, educational institutions, and workforce development partners, to drive continuous improvement and align program goals with regional workforce objectives.

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Essential Job Functions

- Lead the planning and implementation of child care quality initiatives, ensuring alignment with regional workforce goals and continuous improvement of the Texas Rising Star (TRS) program.
- Manage contracts, ensure regulatory compliance, and oversee budgets and fund allocation for child care services, meeting federal, state, and local standards.
- Build and maintain relationships with internal teams, contractors, and community partners to enhance service delivery and represent Workforce Solutions at key events.
- Lead fraud investigations, ensuring compliance with legal standards and implementing corrective actions to address issues.
- Assess program effectiveness, track performance metrics, and report findings to leadership and the Board.
- Oversee the training and support provided to child care providers, including assessments and guidance on achieving and maintaining TRS certification.
- Oversee daily operations, conduct site visits, and ensure compliance with licensing standards for child care programs.
- Advocate for quality child care, lead community initiatives, and position Workforce



Solutions Deep East Texas as a key player in the child care sector.

- Plan and implement special projects to support child care providers and underserved populations.
- Perform additional tasks as assigned to support organizational goals.

Educational Requirements

- Bachelor's degree from an accredited four-year college or university in early childhood education, child development, special education, child psychology, educational psychology, or a related field.
- Master's degree preferred.

Skill Requirements

- Excellent communication skills, including the ability to make presentation and write reports that effectively communicate complex information to a variety of stakeholders.
- Skilled in strategic planning and problem solving, with the ability to analyze data and identify solutions for continuous improvement.
- Ability to build and maintain relationships with community partners, stakeholders, and service providers to drive collaboration and success.
- In-depth knowledge of local, state, and federal laws and regulations relevant to child care services and early childhood education.

Physical Demands and Work Environment

The work is performed in an inside office setting with moderate noise level, and outdoors as related to task performance. This job frequently requires the employee to stand; walk; sit; use hands; climb stairs; balance; stoop; kneel; read; talk or hear. The employee must lift and/or move up to 25-50 pounds. Specific vision abilities include close vision and the ability to adjust focus. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions. The employee should never attempt to lift more than 50 pounds. Ability to travel frequently within the 12-county area.

Benefits

- ✓ Paid Time Off (PTO) up to 160 for eligible employees, provided on January 1 of each calendar year. PTO is prorated for new employees based on their hire date.
- ✓ Eleven paid holidays per year, including one floating holiday.
- ✓ Medical, dental, and vision insurance paid by employer.
- ✓ Paid life insurance, long term disability, and AD&D.
- ✓ Voluntary life insurance available with employee payroll deduction.
- ✓ 401 (k) savings with a company 3% match.