



National Center for Infants, Toddlers and Families

## Internal Job Posting

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<b>Job Title:</b>	Director, Program Operations
<b>Pay:</b>	Competitive
<b>Department:</b>	Early Head Start National Resource Center (EHS NRC)
<b>FLSA Category:</b>	Exempt
<b>FTE:</b>	1.0 (Full-time)
<b>Reports To:</b>	Director, Early Head Start National Resource Center
<b>Work Location:</b>	Washington, DC
<b>Posting Date:</b>	November 9, 2011

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### Summary

The Director, Program Operations (DOPO) is responsible for the supervision of the Program Manager for Knowledge Development and the Program Manager for Communication Systems and People Net works; and an Administrative Coordinator; and is also responsible for supporting the Director, EHS NRC (Director) in the management of the EHS NRC by providing day-to-day program oversight of activities that include written products; webinars; webcasts and trainings. This position will be responsible for developing, as well as coordinating with, communication and operations protocols to support the effective management projects as consistent with those implemented on an organization-wide basis.

The DOPO will be responsible for overseeing both the work plan and the budgets related to the two specific managers indicated above, and for all activities that fall within training and materials development activities (written and electronic). This position shares the responsibility of representing the EHS NRC at various meetings and events with the Office of Head Start (OHS) and National Centers as may be specifically assigned by the Director.

### Essential Duties and Responsibilities

- Engage in active participation on EHS NRC management team (including two other peer level directors, and three managers)
- Provide day to day operations and program oversight for specific projects listed above
- Supervise Program Manager (Knowledge Development), Program Manager (Communications Systems and People Networks), and share in the supervision of an Administrative Coordinator
- Represent EHS NRC at various Office of Head Start meetings and conferences.
- Manage work plan and budgets related to Knowledge Development and Communication Systems and People Networks
- Participate in regular meetings with ZTT Finance office representative and provide Director with updates, analysis, and actual and projected expenditures on a monthly basis minimum, and more frequently as may be requested by the Director
- Establish written protocols for effective management of activities, and utilize ZTT-wide practices and procedures for project and personnel management

- Submit monthly written reports on the above named projects to the Director on specific dates as established by the Director and the EHS NRC management team, as is in compliance with client expectations and established contract(s)
- Participate in Expert Work Group, focus groups, forums, and small briefings as requested by the Director
- Engage in other duties as assigned

### **Knowledge, Skills and Experience**

- At least 10 years of experience in early childhood development, with a specific focus on infant and toddler development;
- Strong demonstrated leadership, supervisory, and management skills (related to both personnel and projects)  
Experience and knowledge in the early childhood development field, with a specific focus on infant and toddler development
- Knowledge of Early Head Start program development, the Head Start Program Performance Standards, and EHS technical assistance resources
- Knowledge of technical assistance resources that reflect adult learning principles and practices
- Experience preparing and planning, and demonstrated success in providing, trainings for a wide variety of audiences in the early childhood field
- Ability to interpret and analyze data and complex documents
- Excellent written and verbal presentation and communication skills
- Strong interpersonal skills including appropriate supervisory and management methodologies
- Ability to manage multiple tasks and priorities simultaneously
- Effective time management and project tracking skills;
- Ability to be flexible
- Ability and availability to travel

### **Education**

Master's degree in education, social work, early childhood development, or a related field

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### **How to Apply:**

**Submit your Cover Letter with Salary History and Resume by clicking on the following link:**

<http://www.dcjobs.com/apply.asp?pagemode=5&jid=2529172>

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