

601 Senior Drive
 New Lexington, Ohio 43764
 Phone: 740-342-3542



INTERNAL AND EXTERNAL POSTING

INTERVIEWS ARE SCHEDULED FOR CANDIDATES WHO BEST MEET POSITION REQUIREMENTS.

POSTING EFFECTIVE DATE: April 13, 2022

POSTING REMOVAL DATE: May 6, 2022

CHILDREN'S PROGRAM DIRECTOR

Under general guidance and direction of the Superintendent, the CPD oversees all the activities and functions of the Children's Program Department to ensure they align with the PCBDD mission, vision, and values. The CPD participates in agency-wide strategic planning activities and is responsible for providing program leadership, administrative leadership and supervision of personnel in the Children's Program Department. The CPD also advises the Superintendent and the Board on matters and issues related to the Children's Program Department.

The CPD performs specialized work coordinating and representing the agency in several significant aspects, including but not limited to: Early Intervention (EI), Help Me Grow (HMG), School-Age, Summer Camp, Family Support Services and Employment Navigation.

SUPERVISOR

Superintendent

QUALIFICATIONS

- Bachelor's Degree in Early Childhood, Education, Social Work, Public Administration or related field which supports ODH, HMG, and DODD Early Intervention rule requirements
- Eligible for credential as HMG Early Intervention Service Coordinator Supervisor through the Ohio Professional Registry
- Demonstrated leadership with a minimum of 5 years supervisory experience
- Minimum of 3 years' experience in supervision, case management, early intervention service coordination, and/or working with children birth – age 5 with disabilities, developmental delays, or diagnosed physical or mental conditions
- Experience in effectively collaborating with community resources and governmental agencies
- Excellent verbal, written, and interpersonal communication skills
- Excellent organizational and time management skills
- Proficient knowledge with routine use and understanding of multiple information systems
- Valid driver's license with own transportation and acceptable driving abstract in order to meet criteria for insurability, as driving is an essential function of the position.
- Maintain confidentiality, handle sensitive data, and comply with all applicable laws and Board policy regarding confidential information.

SALARY & STATUS

- Position is unclassified, salaried, contract position; exempt management employee
- Salary is commensurate with education and experience and is negotiated through the terms of the management contract

PRIMARY LOCATION

PCBDD Sarah A. Winters Building, 601 Senior Drive, New Lexington, OH 43764

SCHEDULE

- Routinely work 40 hours or more per week Monday through Friday
- Daily schedule is flexible, but may include work after traditional business hours

APPLICATION PROCESS

Forward applications/resumes to Administrative Supports Director Jessica Stroup via email at j.stroup@perrydd.org. Access the PCBDD Employment Application online at www.PerryDD.org or by calling 740-684-1847.