



# CHILD DEVELOPMENT CENTER DIRECTOR

## Announcement # D – 0040-12

Salary: \$24.74 – 33.54 per hour Series/Grade: NF-1701-04

Naval District Washington - Fleet and Family Readiness Program

Department of the Navy Non-Appropriated Funds

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**LOCATION: CHILD DEVELOPMENT CENTER - DAHLGREN**

**OPENED: 12 Sept. 2012**

**1<sup>st</sup> cutoff: 26 Sept. 2012**

**CLOSES: When Filled**

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**AREA OF CONSIDERATION: ALL SOURCES – If you applied under announcement # D-0039-12, you need not re-apply.**

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### **Full Time Position With Benefits**

**HOW TO APPLY:** Download required forms on <http://cnic.navy.mil/NDW/About/Jobs/>

Mail **ALL** required forms to: Fleet and Family Readiness Program, Attn: HR Office, 47402 Buse Road, Bldg. 467, Patuxent River, MD 20670. *A résumé may be included with the required forms, but NOT in place of forms OF-612 and OF-306.* Or e-mail to [naf.nsasp-dlgr.fcm@navy.mil](mailto:naf.nsasp-dlgr.fcm@navy.mil). When emailing your application please be sure to sign and date each form, print out, then scan and attach to email. Direct inquiries to: 301-342-3653.

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**Must submit copy of College Degree and/or course completion certifications with your application packet to be considered for this position.**

### **DUTIES AND RESPONSIBILITIES:**

The CDC Director is responsible for the administration of the facility to include implementation of developmentally appropriate programs, budgeting and financial management, personnel management, program operations, and compliance, among other tasks. These tasks are summarized below.

#### **Program Management**

Applies professional knowledge of child development principles to supervise the CDC's developmental programming.

Ensures implementation of a developmentally appropriate program that promotes the social, emotional, physical and cognitive growth of children in the age categories served.

Provides program oversight and accountability for the performance of employees and the safety of children in accordance with Department of Defense (DoD), Department of Navy (DoN), and local policies and standards.

Recommends modification of higher-level program goals and interprets and applies child development philosophy/principles and DoN policies based on patron needs and program evaluation and assessment.

Ensures the development, implementation and analysis of surveys and needs assessments of staff and patrons to ensure appropriate programming and hours of operation.

Collects and maintains up-to-date statistical data for planning and reporting purposes in accordance with higher headquarters and statutory requirements and for the purpose of maximizing spaces and ensuring that resources accommodate the needs of the command personnel. This may include hours of operation and programming needs of the military community.

Maintains liaison with local institutions and community organizations to stay abreast of trends and changes in the community.

Interacts professionally with employees, parents, volunteers and local installation command personnel.

Participates actively and positively in managing and resolving issues with parents, volunteers and/or employees.

#### **Budgeting and Financial Management**

Develops integrated budget input, conducts written analysis of budget variances as necessary, and prepares justification for funding of program resource requirements and repairs or maintenance of facilities and equipment.

Oversees the collection, accurate accounting and reporting of funds received from patrons.

Ensures compliance with all regulations governing the use of appropriated and non-appropriated funds.

Adheres to authorized methods of acquisition.

#### **Personnel Management**

Responsible for the supervision of employees and volunteers. Supervisory responsibilities may include supervision of the Assistant Director, Program Leaders, Program Assistants, Operation Clerk(s), Cook(s), Food Service Workers, and Custodian(s). If the CDC has one or more annex facility, the CDC Director will also supervise the CDC Program Supervisor.

Works collaboratively with the Training and Curriculum (T&C) Specialist to identify training needs of employees, provide or make provisions for training to accomplish those needs, and assess application of training.

Ensures that the T&C Specialist provides training in early childhood methods and child development to ensure the effective implementation of established curriculum and developmental programming.

Ensures training is competency-based and tied to career progression. Encourages and facilitates the pursuit of continuing higher education, including the Child Development Associate (CDA) credential or college-level classes.

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### **Program Operations**

Works collaboratively with other CYP Directors to establish and implement a combined Parent Involvement Board (PIB) that includes parents and representatives from the CDC, Child Development Home (CDH), School Age Care (SAC) program, and Youth Program (YP) (as applicable to each installation). Maintains an active program of parental involvement to include a PIB, parent education opportunities, and activities that provide parents with opportunities to participate.

### **Compliance**

Ensures compliance with, and is assessed by adherence to the standards and criteria developed by the DoN, DoD, the Military Child Care Act (MCCA), and the National Association for the Education of Young Children (NAEYC). Takes action to obtain and retain DoD certification and NAEYC accreditation. Takes action to implement recommendations or correct deficiencies resulting from inspections or accreditation visits. Prepares responses to inspection reports.

Ensures compliance with the US Department of Agriculture (USDA) Child and Adult Care Food Program (CACFP). Ensures food service operations provide nutritionally balanced meals and snacks in accordance with USDA guidelines.

### **Additional Responsibilities**

Serves as a mandatory reporter to Family Advocacy and Child Protective Services as prescribed by local policy in the case of suspected incidences of child abuse and neglect. Performs other related duties as assigned. Must be able to favorably pass a background investigation (NACI).

## **MINIMUM QUALIFICATIONS:**

### **Must have one of the following:**

A 4-year degree in Early Childhood Education (ECE), Child Development, Elementary Education, Special Education, Home Economics (early childhood emphasis), youth recreation, recreation, physical education or related field of study that included a major study in education AND 3 years of full-time experience working with children or youth or monitoring of childhood programs.

**OR**

A Masters degree in the related field of study AND a minimum of 1 year professional experience working with children or youth.

**OR**

A combination of education and experience with courses equivalent to a major in a field (24 hours) appropriate to the position (see above), plus appropriate experience or additional course work that provides knowledge comparable to that normally acquired through the successful completion of the 4-year course study described above.

Ability to communicate effectively both orally and in writing in English and possess strong interpersonal communication skills.

Knowledge of and skill in applying both Federal and State laws governing the detection and prevention of child abuse and/or neglect.

**Note: All applicants must address the qualification requirements on your resume/application. If all required qualifications are not cited on your resume/application you will be disqualified**

Some positions have special requirements. In these cases selection is tentative pending satisfactory completion of these requirements. Applicants may be required to provide proof of education, etc. All selections are contingent upon the obtaining of satisfactory employment reference checks.

***As a condition of employment, the selected individual will be required to participate in the Direct Deposit/Electronic Fund Transfer program.***

Spouses of active duty military members of the Armed Forces may receive preference in hiring under this announcement if they are among the best qualified referred and are within reach of selection. Please clearly identify in your application that you are asking for spouse preference and submit a copy of current PCS orders. **Failure to submit current PCS orders with application will prevent spousal preference from being granted.**

The Department of the Navy is an Equal Employment Opportunity Employer. All qualified candidates will receive consideration without regard to race, color, religion, sex, national origin, age, disability, marital status, political affiliation, sexual orientation, or any other non-merit factor.

The Department of the Navy provides reasonable accommodation to applicants with disabilities. Applicants with disabilities who believe they require reasonable accommodation should contact our Human Resource Office to ensure that the Department of the Navy can consider such requests. The decision to grant an accommodation will be made on a case by case basis.

**IMPORTANT: If you are a male born after December 31, 1959 and at least 18 years of age, employment law (5 U.S.C. 3328) requires that you must register with the Selective Service System (military draft), unless you meet certain exemptions. If applicable, failure to register will prevent you from being considered for employment. To register, please visit the Selective Service web site at <https://www.sss.gov/default.htm>.**