

******* JOB OPPORTUNITY*******
NON-APPROPRIATED FUND (NAF) POSITION

ANNOUNCEMENT NUMBER: 16-287

POSITION TITLE: Child Development Center Director, NF-1701-04,

SALARY: \$42,823 to \$55,116 Per Year

EMPLOYMENT CATEGORY: Regular Full-Time

LOCATION: Commander, Navy Region Europe; Fleet and Family Readiness Program;
Child and Youth Programs, Capodichino Child Development Center, Naples, Italy

AREA OF CONSIDERATION: Local U.S. Citizens that are 1) Current permanent NAF/APF employees; or 2) Spouses of active duty military members; or 3) Family members of active duty military member; or 4) Family members of DoD civilians.

Note: The NATO Status of Forces Agreement (SOFA) between Italy and the United States prohibits the hiring of any person who holds Italian citizenship and is considered a Dual National by the Italian Government into any U.S. position. Those U.S. citizens who are considered "ordinarily resident" in Italy are also ineligible for employment by U.S. commands and activities in Italy.

OPENING DATE: 26 August 2016

CLOSING DATE: 30 August 2016

INTRODUCTION: The purpose of this position is to administer a center based developmentally appropriate early childhood program for children of eligible patrons. Administration includes the direction and operation of a small (up to 99 children) or a medium (100-199) CDC. A variety of services are provided in accordance with demand and availability of funding to include full-time child development programs for ages 6 weeks through 12 years, emergency care, special needs care, developmental assessments, and extensive staff training and parent education programs.

MAJOR 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.

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

Develops integrated budget input, conducts written analysis of budget variances as necessary, and prepares justification for funding of program resources 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 nonappropriated funds. Responsible for the supervision of employees and volunteers.

Responsible for the supervision of employees and volunteers. Supervisory responsibilities may include supervision of the Assistant Director, Program Leaders, Program Assistants, Operations Clerk(s), Food Service Workers and Custodian(s).

Gives input into the development of CYP standard operating procedures (SOPs) as required for the efficient operation and management of facility and programs. Ensures implementation of these SOPs.

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 to Youth 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.

QUALIFICATIONS REQUIREMENTS:

A 4-year degree in Early Childhood Education, Child Development, Elementary Education, Special Education, Home Economics (early childhood emphasis) or related field of study AND 3 years of full time experience working with children and/or youth; **OR**

A Master's degree in the related field of study AND minimum of 1 year professional experience working with children; **OR**

A combination of education and experience e.g. courses equivalent to a major in a field (24 higher level semester hours) appropriate to the position (see above) plus appropriate experience or additional course work that that provided knowledge comparable to that normally acquired through the successful completion of the 4-year course of study described above AND 3 years of full time experience working with children and/or youth.

Knowledge of the principles of child development and in designing and managing an exceptionally complex program that includes, but is not limited to safety, security, disease prevention, employee training, developmentally appropriate activities, parent involvement, and facility management.

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

Knowledge of facility design, functional use, and maintenance concepts; DoN, local and state child regulations and procedures as well as other regulations and instructions pertaining to military child care.

Knowledge of financial management, budgeting, and purchasing as it pertains to a child development program.

Skill working with military families and an understanding of military lifestyles is preferred.

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

Ability to identify and respond to emergency situations, including evacuations, child illness, and physical and emotional disorders.

Ability to supervise others, exercise sound business skills, and provide positive personnel management.

CONDITIONS OF EMPLOYMENT: Incumbent must satisfactorily complete all background checks for federal childcare positions, including a National Agency Check with Inquiries (NACI), criminal history checks to include fingerprints, and installation record checks.

Incumbent will be automatically disqualified for a conviction (either civilian or military to include any general, special or summary court-martial or non-judicial punishment) for a sexual offense, a felony drug offense, or any criminal offense involving a child victim. Automatic disqualification also applies if

the incumbent has been found negligent in a civil adjudication or administrative proceeding concerning the death or serious injury to a child or dependent person entrusted to the individual's care.

Must pass a pre-employment physical, provide evidence of immunization and be free from communicable disease.

Must successfully complete a pre-employment drug test. A tentative offer of employment will be rescinded if the applicant fails to report to the scheduled drug test appointment. Incumbents of drug testing designated positions will be subject to random testing. Drug test results will be provided to the employing activity/command.

Must satisfactorily obtain or complete required training certificates and maintain certifications or credentials required by federal, state or National Accreditation institutions utilized as part of DOD's Child and Youth Programs.

All selections are contingent upon satisfactory employment reference checks.

BENEFITS: A comprehensive benefits package is available.

HOW TO APPLY: Send resume and applicable required documentation (see below) via email to NAFPersonnel@eu.navy.mil or by fax to 011-39-081-568-8014. Reference the vacancy announcement number and position title on your submission and ensure your resume contains all the information required in this vacancy announcement. Failure to provide vacancy announcement number or all the documentation required in the vacancy announcement may result in non-consideration. All qualifications must be met and clearly documented in the resume. Completed resumes and applicable required documentation must be received by 11:59pm Local Time on the closing date. Please direct inquiries via email to: NAFPersonnel@eu.navy.mil.

REQUIRED DOCUMENTS:

- Resume
- Signed [Declaration of Federal Employment, OF-306](#)
- [Overseas Residency Questionnaire](#)
- Copy of U.S. Government no-fee passport showing picture, passport number, expiration date, and visa stamp page
- Copy of Sojourner's Permit (or receipt of application)
- [Preference Entitlement Survey](#) with a complete and legible copy of sponsors PCS orders
- If Former/Current NAF/APF Employee: Most recent SF-50 or Personnel Action Report
- If Veteran: DD-214, Certificate of Release or Discharge from Active Duty

The Department of Navy (DON) 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, genetic information or any other non-merit factor. The DON provides reasonable accommodation to applicants with disabilities. Applicants with disabilities who believe they require reasonable accommodation should call 011-39-081-568-5612 or e-mail their request to NAFPersonnel@eu.navy.mil to ensure proper consideration. The decision to grant an accommodation will be made on a case-by-case basis.