

## **DIRECTOR OF CHILD CARE SERVICES & YOUTH PROGRAMS**

The Director is responsible for providing strategic leadership, management, and oversight of the Workforce Solutions South Plains Board's Child Care Services Program, the Workforce Innovation and Opportunity Act (WIOA) Youth Program, and the Texas Workforce Commission Vocational Rehabilitation youth programs as they relate to Workforce Solutions South Plains. This role carries comprehensive programmatic responsibility for the assigned contracts, including the monitoring and achievement of contracted performance measures.

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### **ESSENTIAL JOB FUNCTIONS:**

- Serves as Liaison between the Board, the state, and contractor, for Child Care Services and Workforce Innovation Opportunity Act Youth programs.
- Serves as Liaison for the Board Child Care Committee, Child Care Advisory Group, and Youth Services Committees, creating agenda, action items, and information items for each as applicable and presenting as needed (including at Board meetings).
- Serves as Liaison between the Board and the local Texas Workforce Commission Vocational Rehabilitation youth programs.
- Secures child care local match contracts on an annual basis.
- Reviews and evaluates service delivery methods, results, and activities to identify resource gaps and recommend improvements to CEO.
- Conducts needs assessments to determine service requirements and recommends the development of new contracts to CEO as needed.
- Identifies local resources, outlines available services, and negotiates funding or other arrangements.
- Participates in program planning, development, training, and implementation.
- Analyzes operations and identifies issues, preparing detailed reports with findings and recommendations.
- Prepares justifications for procedural or policy changes and assists with implementation.
- Reviews program applications/systems and variations to develop action plans for improvement.
- Collaborates with program staff to identify trends and resolve technical issues.
- Assists in negotiating contract renewals and amendments as needed.
- Monitors contractor performance and compliance through on-site visits and review of reports, including Board Monitoring and/or State Monitoring findings.
- Assesses training needs and provides or oversees technical assistance to service provider staff to ensure contractor understanding of program requirements and contractual obligations.
- Recommends technical assistance plans, corrective action plan, or contract cancellations to CEO when significant deviations occur.

- Resolves audit exceptions by identifying root causes and recommending corrective actions.
- Interprets policies and regulations, providing guidance to staff and community partners and resolving related concerns.
- Develops policy and procedural manuals as needed.
- Responds timely to requests for information from leadership, the state, or community partners.

### **OTHER RESPONSIBILITIES:**

- May assist in procurement, scoring, and evaluation of services.
- Recruit provider and donor resources.

### **QUALIFICATIONS:**

- Bachelors Degree minimum, Master Degree desired with major work in child development, early childhood education, special education, child psychology, elementary education or home economics.
- Minimum of 2 years full time experience desired in Workforce Development programs.
- Excellent writing, communication and organization skills are required
- Must be able to meet deadlines and balance a variety of job assignments.
- Ability and desire to work on a team whose focus is to oversee the provisions of workforce development programs and services on the South Plains

### **PHYSICAL DEMANDS:**

- Employee is regularly required to sit, walk, or stand for extended periods of time.
- On occasion, the employee will be required to lift/push/ or pull up to 25lbs

### **WORK ENVIRONMENT:**

- Possesses the ability to adapt to inclement weather conditions and /or situations.
- Ability to drive long distances within the South Plains Region.
- Noise level in the office environment is moderate.
- Ability to work in a stressful environment and adapt to flexible work schedules.

### **TRAVEL REQUIREMENTS:**

- Ability to travel by air.
- Ability to travel frequently for activities such as meetings with contractor, other agencies/partners, or any other necessity that requires travel.
- Must be able to provide reliable self-transportation for regional travel and maintain a valid Texas motor vehicle drivers license or permit of appropriate classification and endorsement as required. Must agree to maintain a satisfactory MVR and minimum requirement of insurability required by law. MVR background check may be conducted by the agency.

CEO Approval and Date

Employee Signature and Date

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Supervisor Title: WSSP CEO

Grade/Salary: \_\_\_\_\_

Exempt: Yes ☒ No ☐