



<b>JOB TITLE</b>	Child Development Center Director – Large CDC
<b>AGENCY</b>	Commander, Navy Installations Command
<b>BRANCH</b>	N926 Child and Youth Programs
<b>JOB ANNOUNCEMENT NUMBER</b>	FFR17-0078A
<b>SALARY RANGE</b>	\$51,811.00 - \$58,719.00 Yearly, Depending on Experience Plus Non-Taxable Post Allowance
<b>OPENING DATE</b>	Tuesday, March 7, 2017
<b>CLOSING DATE</b>	Tuesday, March 21, 2017
<b>SERIES &amp; GRADE</b>	NF-1701-04
<b>POSITION INFORMATION</b>	Regular Full-Time
<b>NUMBER OF VACANCIES</b>	1
<b>DUTY LOCATION(S)</b>	Fleet Activities Yokosuka, Japan
<b>WHO MAY APPLY</b>	Worldwide

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#### **JOB SUMMARY**

The purpose of the Child Development Center (CDC) Director 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 large (200+) 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.

#### **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'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. 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. 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 APF and NAF funds. Responsible for the supervision of employees and volunteers. Ensures proper and timely initiation and implementation of all personnel actions and assures quality related to selection, assignments, training, promotions, disciplinary actions, and recognition of employees and volunteers. Supports and carries out all established EEO objectives and policies in matters of personnel management and supervision and communicates support of these policies to subordinates. Ensures all employees follow safety, health, and risk management policies and procedures. Oversees the development of a staffing schedule in accordance with established ratios and group sizes and coordinates use of employees who work across CY programs with other installation CYP Directors. Establishes local performance standards for employees and volunteers using established standards and requirements and evaluates performance. Provides clear guidance to employees and volunteers regarding compliance with standards and execution of management directives. 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 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. Gives input into the development of CYP standard operating procedures (SOPs) as required for the efficient operation and management of facility and programs. 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). 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. Implements and supports policies and procedures to ensure compliance with health, fire, safety, facility, and program regulatory guidance and standards. Responsible for compliance with child abuse and neglect reporting requirements. 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. 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 duties as assigned.

### **QUALIFICATIONS REQUIRED**

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, SKILLS, AND ABILITIES**

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 DoD, DON, local and state regulations, instructions and procedures pertaining to military child care.

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

Knowledge of facility design, functional use, and maintenance concepts 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 supervise others, exercise sound business skills and provide positive personnel management.

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

### **CONDITIONS OF EMPLOYMENT**

Position is subject to special inoculation and immunization requirements as a condition of employment for working with children. Employee is required to obtain appropriate immunization against communicable diseases in accordance with recommendations from the Advisory Committee on Immunization Practices (ACIP), which includes the influenza vaccine.

Test Designated Position: In accordance with the Department of the Navy Test Designated Position listing issued 7 October 2003 this position is subject to both pre-employment and random drug testing as a condition of employment. A positive drug test, or failure to submit for testing, may become the basis for removal from this position.

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

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.

Incumbents must satisfactorily complete all background checks, including a fingerprint check, a National Agency Check with Inquiries (NACI), and a State Criminal History Repository (SCHR) check for childcare positions. Incumbents must also meet all requirements for military base access, and satisfactorily complete a Local Law Enforcement Agency Check (LEAC), as well as the following components of an Installation Record Check (IRC): a check of the Alcohol and Drug Management Information System (ADMITS), a check of the Family Advocacy Program (FAP) records, and a check of the Naval Criminal Investigative Service (NCIS) Consolidated Law Enforcement Operations Center (CLEOC).

Per Department of Defense Instruction (DoDI) 1402.05, Background Checks on Individuals in DoD Child Care Services Programs, incumbents will be automatically disqualified for a conviction in either a civilian or military court (to include any general, special or summary court-martial conviction) or if they received non-judicial punishment (under Article 15 or chapter 47 of Title 10, U.S.C.) for any of the following: a sexual offense; any criminal offense involving a child victim; or a felony drug offense. Additionally, the incumbent will be automatically disqualified if he/she has been held to be 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.

### **RELOCATION**

Authorized

### **TRAVEL REQUIRED**

Travel may be required up to 10% or less.

### **OTHER INFORMATION**

\*\*Return rights for current employees must be negotiated with the losing command. Candidates not associated with DOD/DON are ineligible for return rights.

Some positions have special requirements. Selection may be tentative pending the completion of the satisfactory employment reference checks and receipt of proof of education (where applicable). Selectee may be required to complete a one (1) year probationary period. Participation in the Direct Deposit/Electronic Fund Transfer is required. Salary is commensurate with experience and/or education.

Selectees initially recruited from the United States or who are already on a Transportation Agreement will be entitled to transportation and moving costs for themselves and their family members. Household goods may be shipped and a housing allowance is paid to cover monthly housing and utility costs.

Compensation includes base pay, a Post Allowance which is a non-taxable (federal) allowance based on the Japanese yen rate exchange, and a Living Quarters Allowance sufficient to pay for a housing unit within close proximity of the Naval base. You may also ship and/or store your household goods. These and other benefits are available to those personnel hired on an overseas transportation agreement.

The Department of the Navy (DON) is an Equal Employment Opportunity Employer. All qualified candidates will receive consideration without regard to race, color, national origin, religion, sex, age, mental or physical disability, genetic information, reprisal, marital status, political affiliation, sexual orientation, or any other non-merit factor. The DON provides reasonable accommodations to applicants with disabilities. Applicants with disabilities who believe they may require reasonable accommodation(s) should email their request to [MWR\\_Recruitment@fe.navy.mil](mailto:MWR_Recruitment@fe.navy.mil) to ensure proper consideration is given.

### **HOW YOU WILL BE EVALUATED**

Using the qualifications of the positions, as predetermined Ranking and Rating Criteria of knowledge, skills, and abilities will be used for each application.

### **BENEFITS**

All benefits offered (medical, dental, life insurance, spouse & dependent life insurance, long-term disability, retirement, and 401(k) savings plan).

You can review our benefits at: <http://www.navymwr.org/resources/hr>

### **HOW TO APPLY**

Interested applicants MUST apply online at [www.USAJOB.S.gov](http://www.USAJOB.S.gov). We no longer accept emailed applications.

NOTE: Review the REQUIRED DOCUMENTS section to determine which applies to you and MUST be submitted online. You must submit a complete application by 11:59pm (Eastern Time) on the closing date reflected on the vacancy announcement.

Need Assistance? If you are experiencing technical difficulties in completing any of the application

process, please report it to: [support@econsys.com](mailto:support@econsys.com) prior to the announcement deadline for instructions on how to proceed.

### **REQUIRED DOCUMENTS**

- Resume
- [OF-306](#) Declaration for Federal Employment (This is a REQUIRED form and MUST be signed in ink and dated within the opening and closing date of this vacancy announcement)
- Proof of Education (transcripts/copy of degree(s)/certification(s))
- If claiming Veteran's Preference, please submit a legible copy of DD-214 (page 4)
- If you are a current federal employee, please submit your most recent Personnel Action Report (PAR) or SF-50

### **AGENCY CONTACT INFO**

Commander Navy Region Japan  
NAF Human Resources Office (N941)  
PSC 473 Box 12  
FPO AP 96349-0001

Commander, Navy Installation Command  
Tel: 011-81-46-816-5446  
Email: [MWR\\_RECRUITMENT@fe.navy.mil](mailto:MWR_RECRUITMENT@fe.navy.mil)

### **WHAT TO EXPECT NEXT**

Please ensure that your application/resume contains all the information requested in the vacancy announcement. If your resume or application does not provide all the information requested on this form and in the job vacancy announcement, **you may lose consideration for the job**. Applications received after the closing date **will not be considered**. If selected for an interview, applicants can expect to be contacted 1-3 weeks after the interview with a position offer or notification of non-selection.