



## Director of Children's Programs

The Delta Gamma Center's mission is to help children who are blind or visually impaired reach their full potential through family-centered, specialized services and community support. DGC provides educational, developmental, therapeutic, and recreational services to children from birth through high school, and their families, as they seek to live a life without limits from vision loss. DGC's service model is family-centered and involves a holistic, multidisciplinary team approach to bringing critical resources to children, their families, and caregivers.

### Position Summary

The Director of Children's Programs is responsible for the day-to-day operation of the early intervention and GRADS programs. This position is responsible for training, coaching, mentoring, and supervising staff, assisting with the development and review of program outcomes, and working collaboratively with the Senior Program Director to ensure high-quality programming for clients and a positive and supportive work environment for staff. Fosters an organizational culture that reflects DGC's mission and values including prioritizing diversity, inclusion, and equity.

Reports to: Senior Program Director

Direct Reports: Teachers of the Visually Impaired, Orientation and Mobility Specialists, Child Development Specialists, PRN staff (Occupational Therapists, Physical Therapists, Speech Therapists, Educational providers), Child and Youth Manager

### Responsibilities

Program Management

- Develops and maintains positive working relationships with referral sources and is the primary contact for the early intervention and GRADS programs.



- Participates in the regional and state interagency coordinating councils i.e. RICC, SICC, Child Find, and Leadership committee in IL.
- Furthers the mission through involvement in community initiatives and partnerships that enhance the programs and mission.
- Maintains working knowledge of current practices and research for children with visual impairments by participation in seminars and other educational opportunities and personal contacts/memberships in the field.
- Works in collaboration with the Referral Coordinator to ensure clients move from referral to ongoing seamlessly and timely while also managing waiting lists for services and additional service requests for ongoing services.
- Monitors service documentation from direct reports, including client records and database program reports on outcomes, attendance, and other key metrics regularly to ensure accuracy and completeness of data and compliance with licensing, HIPAA, program protocols, and professional standards (quality assurance).
- Makes sure early intervention and GRADS programs meet quality standards by monitoring program delivery, ensuring staff have needed resources and appropriate training to be successful in their roles, and classrooms are safe and equipped for learning.
- Supports the development of an annual DGC calendar of program events and activities in collaboration with the development and operations team.
- Participates in needs assessments and program planning including program and activity design; seeks opportunities to improve, expand, and innovate based on needs assessment, client satisfaction, evaluation data, and changes in the field.
- Collaborates with the Senior Director of Programs to stay abreast of policy changes and ensure that program services and activities comply with licensing and funder requirements, DGC policies, procedures, and protocols, as well as evidence-based practices and professional standards.



- Supports the development and updating of program outcomes/goals, program policies, procedures, and protocols to represent evidence-based practices and achieve outcome objectives.
- Assists with the development of annual program budget; monitors and approves program expenditures and ensures budget goals are met.
- Oversees program billing for early intervention and GRADS services i.e., (MO First Steps and IL Child and Family Connections) and Alliance
- Contributes to reporting and analysis of key program metrics for grants, including outcome data, to support the achievement of organizational goals and meet funder requirements.

### **Staff Development and Supervision**

- Supervises staff to effectively organize and manage caseloads and program activities, balancing accountability with flexibility.
- Provides regular supervision of early intervention and GRADS staff members, offering coaching and guidance while also supporting professional development plans.
- Supports communication among team members to ensure high team functioning; facilitates team case reviews to support effective case management and achievement of client outcomes.
- Ensures appropriate staffing levels for program services and activities; occasional participation when needed.
- Supports hiring, onboarding, training, development, and performance management process for program staff and volunteers.
- Works with program staff to ensure DGC follows IL and MO early intervention credentialing and training requirements.
- Collaborates with program managers to ensure client data is collected and updated in the client database system.



- Contributes to the development and implementation of training for all staff, volunteers, and families related to child development, and visual impairments.
- Collects and submits payroll invoices for early intervention and GRADS program staff.

## Qualifications

- Bachelor's degree in early childhood education, child development, special education, or related field required, a master's degree and/or TVI certification is preferred.
- 7+ years of professional experience with demonstrated success in providing and/or coordinating direct services to children and families; 3-5 years of supervisory experience preferred.
- Direct experience in early intervention, family-centered practices, home visiting, early childhood education, and/or visual impairments is strongly preferred.
- Ability to establish and maintain effective working relationships with diverse internal and external stakeholders.
- Strong skills in managing, coaching, developing, and retaining staff.
- Excellent communication, problem-solving, and organizational skills with the ability to adapt program plans to address emerging challenges and opportunities.
- Exercises excellent judgment in decision-making by leveraging stakeholder input and data.
- Impeccable ethics and integrity and a positive "can do" attitude with the ability to respond effectively to the most sensitive inquiries or complaints.
- Computer/technology skills (Microsoft 365 applications; case and outcome management and web-based systems) required.



## Terms of Employment

- Full-time (37.5 hours per week); with some evening and weekend hours
- Has or develops deep knowledge and understanding of visual impairments in children, early intervention (IDEA Part C), early childhood development, family-centered practices, and/or home visiting services.
- Background checks, drug screening, and health certification completed upon offer of employment (background checks and health screenings completed annually)
- Must have a car and maintain a valid driver's license, auto insurance, and acceptable driving record.
- First Aid and CPR certification within 60 days of employment
- Medication Administration training within the first 6 months of employment
- Must be physically able to lift or move 25-50 pounds; push/pull and lift equipment and supplies; assist children by bending, crouching, kneeling, sitting in chairs and/or on the floor and reaching in all directions; and stand, sit or drive for long periods.
- This position qualifies for a possible hybrid employment option (60/40).

## To Apply

Submit a cover letter and resume to [Irohr@dgckids.org](mailto:Irohr@dgckids.org).