**Position: Office of Child Care Director (Principal Executive/Manager G)**

**Location: Salem**

**Close Date: 1/5/2022**

**Are you looking for a rewarding career where you can make a difference in the lives of young children and their families? Do you want to work in an environment that is collaborative, supportive and applies an equity lens to everything they do? Then this position may be for you! Consider applying today and joining us on our journey to ensure all families have access to safe, high-qualify, culturally responsive child care and early learning services.**

**More about us:**

This position is part of the [Early Learning Division](https://oregonearlylearning.com/) who pride themselves on supporting all of Oregon's young children and families to learn and thrive. When you consider a career with us, you will be joining a team that values equity, making a positive impact for children and families, dedication, integrity, and collective wisdom to benefit Oregon children and families. We value diversity and support a positive and welcoming environment where all of our employees can thrive.

At the Early Learning Division, we believe it is critical that we continue efforts to make the commitment to embed an equity focus throughout the organization. As our state, counties, and cities become more diverse, it is imperative now more than ever that the Early Learning Division focuses on evolving practices to achieve increased equity, diversity, and inclusion in all of our offices. As always, our goal is to lead with courage externally and internally. This means challenging ourselves to do things differently and refining current practices that ensure we continue to make strides towards Equity.

The Office of Child Care, as Oregon’s child care agency, is also responsible for the design and implementation of the state’s child care work serving children, birth through age 12, and their families. This mission-critical office includes the licensing program, professional development, and quality improvement (Spark) along with responsibilities for the development and implementation of the state’s child care plan pursuant to the federal Child Care and Development Fund. Staff members are located in a central office in Salem and in field offices in various parts of the state.

**More about this exciting role:**

As the Office of Child Care Director, you will lead an office that is responsible for advancing goals related to child safety and partnerships with providers to implement best practices in child care regulation. You are a key member of the Early Learning Division leadership team in support of strategic planning and advancing cross-cutting work across the Division to advance equitable access to child care for Oregonians.

This position oversees Oregon’s child care licensing system. This leader is responsible for advancing goals related to child safety, partnerships with child care providers to implement best practices and streamlined processes; leading the development of policy, procedures, and regulations related to child care licensing, ensuring compliance with applicable state and federal laws; establishing systems that ensure consistent and equitable monitoring and enforcement; and supporting quality assurance and continual improvement.

The Director supervises the Office of Child Care’s management team, which is comprised of field operations, legal, compliance, enforcement, and quality assurance. This position will also work closely with the Early Learning Division leadership to advance the goals for the early care and education system outlined in Raise Up Oregon, the state’s early learning system strategic plan. The Director contributes to the desired outcome for Oregon’s early care and education sector eliminating race, income, and zip code as a predictor of whether children and families have access to culturally responsive, healthy and safe, and joyful early learning and care opportunities.

The full position description can be found [here](http://oregon.gov/ode/about-us/careers/Documents/Recruitment/Position%20Descriptions/ELD/PD-PEM%20G%20-%20DELC%20OCC%20Director.pdf)

**We are looking for candidates with the following skills and experience:**

* An experienced supervisor with at least six years of management experience in a public or private organization which included responsibility for each of the following: a) development of program rules and policies, b) development of long- and short-range goals and plans, c) program evaluation, and d) budget preparation.
* Strong knowledge of child care or early childhood policy, human services/early childhood/child care operations, public administration, or public or private sector operations required.
* Effective people management skills with the ability to manage situations and tailor approach to the individual's skills, needs, and performance.
* Demonstrated ability to coach. Ability to provide an inclusive workplace that fosters the development of others, facilitates cooperation and teamwork and supports constructive resolution of conflicts.
* Leading operations management, performance management, data collection, and reporting to drive continuous improvement, and decision-making.
* Accomplished change management leader who has led management teams through change initiatives, critical strategy development, and initiative implementation.
* Ability to distill complex information and effectively communicate findings across a diverse range of audiences.
* Demonstrated ability to build relationships with external and internal partners, with a strong emphasis on working cooperatively with a diverse audience who may have different priorities and perspectives.
* Ability to thrive and adapt in an environment that is constantly changing.

**What’s in it for you?**

When you join the Early Learning Division, you are joining a fast-paced, creative environment with colleagues who are passionate about public service and impacting the lives of children and families statewide.

* Excellent [medical, vision, and dental](https://www.oregon.gov/oha/pebb/pages/index.aspx) benefits package for the employee and qualified family members with a very low monthly out-of-pocket cost. In addition to standard medical benefits, the state also provides additional optional benefits, such as basic life insurance, short-term disability, long-term disability, deferred compensation savings program, and flexible spending accounts for health care and child care expenses
* 11 paid holidays per year
* 3 additional paid "Personal Business Days" per year that you may use at any time
* 8 hours of sick leave accumulated every month
* Progressive vacation leave accrual, starting at 10 hours per month, with increases every 5 years.
* [Student Loan Forgiveness Program:](https://studentaid.gov/manage-loans/forgiveness-cancellation) if you have student loan debt or are thinking of going back to school, then you will want to look into this program. If you make 120 qualifying payments on your student loan while working full time for a qualifying employer, your student loan debt may be forgiven.

**How to apply:**

Please submit the following:

* **A professional resume; and** **cover letter (limit to 3 pages) stating why you are interested in this position and addressing your qualifications relating to at least one of the desired attributes mentioned for this position.**

The screening of candidates will be based on a review of the cover letter and attached resume. Candidates whose backgrounds most closely match the requested skills and experience section as outlined in this announcement will be invited to interview. **Failure to complete these steps may result in the disqualification of your application.**

**To view a complete job posting and to apply visit:** [**https://oregon.wd5.myworkdayjobs.com/SOR\_External\_Career\_Site/job/Salem--ODE--Public-Service-Building/Office-of-Child-Care-Director--Principal-Executive-Manager-G-\_REQ-83032**](https://oregon.wd5.myworkdayjobs.com/SOR_External_Career_Site/job/Salem--ODE--Public-Service-Building/Office-of-Child-Care-Director--Principal-Executive-Manager-G-_REQ-83032)