



Kids Are First, Inc.

400 West Peña Street/ PO BOX 1378
Carrizo Springs, TX. 78834 Ph. 830 876-9265/Fax
830 876-9285



JOB POSTING

Position: CEO/Program Director

County: Dimmit

Date Open: 10/30/2024

Date Closed: 12/04/2024

Kids Are First, Inc. seeks to fill responsibility for the overall operation of Financial Management and Management Systems in compliance with State and Federal regulations. Responsible for ensuring staff, consultants, and contractors engaged in program service delivery comply with the children and families served.

The position will be responsible for the following duties:

- Primary contact for the entire program and responsible for the program.
- Review and ensure compliance with all policies and procedures for the program.
- Responsible for developing the Early Head Start and Head Start application and continuation grants.
- Maintains and oversees compliance with all internal accounting systems, including budget, annual Fiscal Audits, Retirement Audits, CACFP Audits, and Federal monitoring reviews.
- Reports regularly to the Board of Directors on budget and program status.
- Reviews Annual Self-Assessment and submits for approval to Policy Council and Board of Directors.
- Become familiar with the KAF Employee Handbook, Operations Manual, KAF Policy and Procedures, and resources and adhere to them.
- Maintains strict confidentiality with respect to Kids Are First, Inc., children, families, and staff in accordance with established policies and procedures.

EDUCATION AND EXPERIENCE

Minimum requirement: Bachelor's degree, preferably related to one or more of the disciplines that staff oversee, with 5 years of experience.

Bilingual preferred (English/Spanish) or English and other languages in the local area).

APPLY AT: KAF, Inc., located at 400 Pena St. Carrizo Springs, Texas 78834, or mail the application to Kids Are First, C/O Alma Martinez, or email to afmartinez@kafhs.org.

PLEASE NOTE: Interested applicants for this position must submit their application, resume, and educational requirements by the established deadline.

KIDS ARE FIRST INC. IS AN EQUAL OPPORTUNITY EMPLOYER

KIDS ARE FIRST, INC.

CEO/Program Director

Job Description

IMMEDIATE SUPERVISOR: Board of Directors

CLASSIFICATION: Exempt

A. POSITION SUMMARY

Responsible for the overall Operation of Financial Management and Management Systems in compliance of State and Federal regulations. Responsible to ensure staff, consultants, and contractors engaged in the delivery of program services are in compliance of the children and families served.

B. DUTIES AND RESPONSIBILITIES OF THE POSITION

- Primary contact for the entire program and responsible for the program.
- Reviews and ensure compliance of all policy and procedures for the program.
- Responsible for all mandated reporting to Local, State, and Federal.
- Responsible for developing the Early Head Start and Head Start application and continuation grants.
- Identifies and pursues potential additional funding sources, grants, and local monies to support program activities as appropriate.
- Ensures that all in-kind activities contribute to the non-federal share requirement and is constantly making sure the appropriate amount is being collected.
- Maintains and oversees compliance with all internal accounting systems, including budget, Annual Fiscal Audits, Retirement Audits, CACFP Audits, and Federal monitoring reviews.
- Reports regularly to the Board of Directors on budget and program status.
- Coordinates and approves all news media releases for the program.

- Contributes to the collection and editing processes of correct documentation for the Child and Adult Care Food Program (CACFP).
- Understands, generates, and documents in-kind and other allowable costs applied towards the non-federal share requirement.
- Reviews Annual Self-Assessment and submits for approval to Policy Council and Board of Directors.
- Participates, reviews, and submits the Annual Strategic Planning Meeting to Policy Council and Board of Directors approval.
- Submits PIR, Annual Self-Assessment, Community Assessments, Audits, Financial Reports, Attendance and Enrollment, New Hire and Termination reports.
- Ensure and implement the board of directors directives to the entire operational staff.
- Becomes thoroughly familiar with the KAF Employee Handbook, Operations Manual, KAF Policy and Procedures, resources, and adheres to them.
- Maintains strict confidentiality with respect to Kids Are First, Inc., children, families, and staff in accordance with established policies and procedures.
- Performs other duties as assigned.

C. LANGUAGE SKILLS

- Bilingual preferred (English/Spanish).

D. EDUCATION AND EXPERIENCE

- Minimum requirement: Bachelor’s degree, preferably related to one or more of the disciplines that staff oversee, with 5 years of experience.

E. PHYSICAL DEMANDS AND WORKING CONDITIONS

- Able to lift up to 45 pounds.

F. EMPLOYMENT CONDITIONS UPON RESULTS OF THE FOLLOWING

- Criminal history clearance central registry, DPS and FBI clearance
- Successful Physical Capacities Examination and TB screen results.