

Update for Board of Health June 11, 2026

Douglas County Early Childhood Council

The Douglas County Early Childhood Council would like to request an additional FTE to support the work of the Council. This position would be a manager who would report to the Executive Director. We plan to reorganize the work of our contractors due to changes within CDEC and our grants. The manager would be integral to this reorganization.

The first change is that we will no longer have a separate contract for being the Local Coordinating Organization for Universal Preschool. These funds have been reduced and have been rolled into our Systems Building Grant. We will repurpose the UPK Project manager, a contracted position, to support the resource and referral work referenced below.

The other changes are that the Douglas County Early Childhood Council is taking on two new responsibilities beginning in July 2026. We will be the Resource and Referral Agency for the County and will support childcare programs with more technical assistance through Provider Navigation. These two responsibilities were previously handled by another early childhood council which is no longer going to be able to support these services.

As a Resource and Referral Agency, we will be required to maintain a database of childcare openings. We will use this information to directly support parents with placement of their children in childcare programs. Provider Navigation includes technical support and resources to providers in the areas of:

- Licensure process, rules and regulations
- Grant and funding information
- Data system navigation
- Quality improvement
- Professional development and training opportunities
- Small business development
- Universal Preschool Program support

These responsibilities come with additional grant funds from the Colorado Department of Early Childhood in the amount of \$105,639. These will be ongoing grant funds.

As stated earlier, we plan to reorganize our services using our contractors in slightly different capacities and have a manager to give direct support to the contractors, oversee these changes and provide the technical assistance noted above. An additional benefit of

having a manager working directly for the Health Department is that we will be able to develop a succession plan for when the Executive Director decides to retire.

Douglas County Government

Class Title

Manager, Early Childhood Council

Class Code

6300H

Salary Range

\$84,152 - \$126,228 Annually

Description

This position performs professional, managerial, administrative, and supervisory work in the planning, development, and implementation of the operations related to the Douglas County Early Childhood Council under the supervision of the Executive Director.

Examples of Duties

ESSENTIAL DUTIES AND RESPONSIBILITIES: (The following examples are illustrative only and are not intended to be all inclusive.)

- Manages implementation of the Quality Improvement System including recruiting programs, assigning coaching, and managing budget
- Supports the development of contracted coaches to effectively support quality improvement in childcare programs
- Teaches or organizes instructors for the following classes: Expanding Quality for Infants and Toddlers, Pyramid, Trauma Responsive, and other classes as appropriate
- Supports the recruitment, retention and on-boarding of childcare providers in Douglas County.
- Develops a variety of methods for local childcare providers to report open childcare slots (e.g., calling, texting, emailing, completing an online form) and maintains a database of openings
- Uploads data of slots to the Colorado Shines Salesforce system to inform the Colorado Shines Statewide Call Center and search results on the Colorado Shines website

- Provides ongoing technical assistance and training opportunities, including equity, diversity and inclusion, and a community of practice for providers.
- Supports the Executive Director with collaboration efforts with other agencies in Douglas County that support children and families
- Other duties as assigned.

SUPERVISION RECEIVED: General supervision is provided by the Executive Director of the Douglas County Early Childhood Council.

SUPERVISORY RESPONSIBILITIES: Has first-line direct supervisory accountabilities for contracted coaches and works in conjunction with the executive director.

INDEPENDENT JUDGMENT: This position requires a high level of independent judgment and understanding of program manuals, policies, procedures, and regulations.

Minimum Qualifications

EDUCATION and/or EXPERIENCE:

Requires a bachelor's degree from an accredited college or university with major coursework in education; master's degree preferred. A minimum of five years of early childhood experience, including at least five years of coaching experience. Minimum of one year of supervisory experience required, three or more years preferred.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge:

- Knowledge of the State laws, regulations, and programs relating to early childhood.
- Thorough knowledge of the principles and practices of early childhood.
- Working knowledge of principles and practices of organization and management.
- Working knowledge of principles and practices of adult learning.
- Working knowledge of the issues facing early childhood.
- Knowledge of budget preparation.
- Knowledge of resource development, fiscal management, and contract or grant reporting

- Able to provide technical assistance to providers as they move through the quality process in Douglas County
- Supervisory techniques and leadership methods.

Skills:

- Identify program needs and coordinate and administer resources related to supporting quality childcare.
- Analyze fiscal and program data and make effective budget recommendations.
- Design and implement approaches to improve childcare programs.
- Prepare accurate, clear, and concise reports.
- Ability to organize projects, communicate and delegate tasks, and engage and motivate among a broad spectrum of stakeholders, frequently under deadline pressure.
- Skill in prioritizing and organizing multiple tasks and the ability to complete projects promptly. Ability to respond flexibly and reprioritize work as situations change.
- Excellent written and verbal communication skills.
- Skilled in various software packages and Microsoft Office, including Word, Excel, PowerPoint, and Outlook.
- Give public presentations and lead meetings. Comfortable with public speaking.

Abilities:

- Ability to identify emerging issues and potential impacts, then gather and distill information/data for presentation to decision-makers that allows for an informed decision to be made.
- Demonstrated ability to establish, develop, and sustain cooperative, professional relationships with a variety of local, state, and regional organizations including governmental and regulatory agencies, industry, and community-based organizations.

- Ability to demonstrate sound judgment by taking appropriate actions regarding questionable findings or concerns.
- A high level of analytical ability is required to identify, develop, and select alternative solutions to complex issues.
- Ability to maintain the security of sensitive and confidential information.
- Ability to work independently and in a team environment.
- Ability to perform under stress and when confronted with persons acting under stress.
- Ability to work with a high level of detail.
- Ability to communicate effectively both orally and in writing.
- Ability to work effectively and professionally with other employees, agencies, and the public.
- Ability to build and lead a team.

CERTIFICATIONS, LICENSES, & REGISTRATIONS:

- Must be a Credentialed Early Childhood Coach and trainer
- This position requires successful completion of a criminal background check including fingerprinting through a national database.
- Must possess a valid Colorado Driver's License upon hire, with complying insurance. Review of motor vehicle record is required at time of hire and periodically throughout employment.

Supplemental Information

WORK ENVIRONMENT:

Physical Work Environment: Work is primarily conducted indoors with occasional time spent in an outside environment. Noise level is moderate. Incumbent is subject to frequent interruptions.

May require travel between sites or to locations in the surrounding community for presentations, educational events, and meetings. Incumbent is occasionally required to

work outside normal hours to attend meetings or teach classes.

Physical Demands: Position is primarily sedentary with heavy computer use. Must be able to speak and to be understood clearly. Must be able to use a computer and associated software/hardware.

Material and Equipment Directly Used: Standard office equipment including, but not limited to, personal computer and associated hardware and software, telephone, copier, calculator, and fax; iPad or similar device; audio-visual and other teaching equipment; anthropometric equipment; and passenger vehicles (personal or County-provided).

Other Necessary Requirements

In the event of an emergency/disaster in or near the County, all County employees are expected to make every effort to be available to assist the County Manager, Elected/Appointed Officials and Department Directors to ensure the continued operation of any and all necessary County functions. This may mean being available to perform additional duties and hours beyond what is normally required. In the event that an exempt employee does work more than 40 hours a week in support of County operations during an emergency, such employee may receive overtime or other appropriate wage compensation in accordance with existing County policies or at the discretion of the County.



