

**JOB OPPORTUNITY
JOINT REGION MARIANAS
NON-APPROPRIATED FUND (NAF) POSITION**

ANNOUNCEMENT NO: JRM-22-084

POSITION TITLE: Child Development Center Director, NF-1701-04, Regular Full Time, 1 Vacancy

SALARY: \$53,000 - \$69,000 per annum + Cost of Living Allowance (COLA) / May be entitled to Nonforeign Post Differential (NFPD)

LOCATION: Child Development Center (CDC), Morale Welfare Recreation (MWR) Department, Naval Base Guam (NBG)

WHO MAY APPLY: Open to all

OPEN DATE: 11 March 2022

CLOSING DATE: 25 March 2022

SUMMARY:

The mission of Joint Region Marianas (JRM) Warfighter & Family Readiness (WFR) is to provide the highest quality programs and services to the military community through self-sustainment across all quality of life programs. Through our work at both Morale Welfare and Recreation (MWR), Naval Base Guam (NBG), 36th Force Support Squadron (36FSS), Andersen Air Force Base (AAFB), Guam, and Marine Corps Base Camp Blaz (MCB CB) Guam, we strive to be the global model of professional support services for our customers while they are stationed here under one unified command. Please visit our website for further details: <http://www.militarymwr Guam.com/>.

Please note when a Permanent Change of Station (PCS) with the federal government is performed as part of a relocation, the IRS considers the majority of your entitlements to be taxable. The Relocation Income Tax Allowance (RITA) may offset the impact of some of these taxes. For more information you may visit the following website: <https://www.dfas.mil/CivilianEmployees/Civilian-Permanent-Change-of-Station-PCS/Tax-Information/>.

RESPONSIBILITIES: Major duties and responsibilities are summarized below.

Administers a center based developmentally appropriate early childhood program for children of eligible patrons. Administration includes the direction and operation of a small (up to 99 children) or a medium (100-199 children) 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. 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. Ensures the development, implementation and analysis of surveys and needs assessments of staff and patrons to ensure appropriate programming and hours of operation. Collects and maintains up-to-date statistical data for planning and reporting purposes in accordance with higher headquarters and statutory requirements and for the purpose of maximizing spaces and ensuring that resources accommodate the needs of command personnel. This may include hours of operation and programming needs of the military community. Maintains liaison with local institutions and community organizations to stay abreast of trends and changes in the community. 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. Ensures compliance with all regulations governing the use of appropriated and nonappropriated funds. Adheres to authorized methods of acquisition. Responsible for the supervision of employees and volunteers. If the CDC has one or more annex facility, the CDC Director will also supervise the CDC Program Supervisor. 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. Ensures all employees follow safety, health, and risk management policies and procedures. Gives input into the development of CYP standard operating procedures (SOPs) as required for the efficient operation and management of facility and programs. Ensures implementation of these SOPs. 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). Maintains an active program of parental involvement to include a PIB, parent education opportunities, and activities that provide parents with opportunities to participate. 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. Prepares responses to inspection reports. 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. 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.

A complete list of duties and responsibilities will be provided at the time of hire.

TRAVEL REQUIRED: No.

SUPERVISORY STATUS: Yes

RELOCATION AUTHORIZED: Yes - Relocation expense authorized / Recruitment and relocation incentive negotiable

CONDITIONS OF EMPLOYMENT: *SEE QUALIFICATIONS*

QUALIFICATIONS: In order to qualify for this position, resumes must include information which demonstrates experience and knowledge, skills, and ability (KSAs) as they relate to this position. Applicants are encouraged to be clear and specific when describing their experience level and KSAs. If you are relying on your education to meet qualification requirements: Education must be accredited by an accrediting institution recognized by the U.S. Department of Education in order for it to be credited towards qualifications. Therefore, provide only the attendance and/or degrees from schools accredited by accrediting institutions recognized by the U.S. Department of Education ((<http://www.ed.gov/admins/finaid/accred/>)). Applicants qualifying based on education, time in grade, credentials, certification, training and/or module completion MUST provide proof of education, personnel action or SF50, credentials, statement of service, certification, training and/or module completion at the time of resume submission. Failure to provide all of the required information as stated in this vacancy announcement may result in an ineligible rating or may affect the overall rating.

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 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 and skill in applying both Federal and State laws governing the detection and prevention of child abuse and/or neglect. Knowledge of facility design, functional use, and maintenance concepts; DoN, local and state child regulations and procedures as well as other regulations and instructions 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 communicate effectively in English, both orally and in writing, and possess strong interpersonal communication skills. Ability to identify and respond to emergency situations, including evacuations, child illness, and physical and emotional disorders. Ability to supervise others, exercise sound business skills, and provide positive personnel management.

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.

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. *****Please Note: Marijuana is a Schedule I drug under the Controlled Substances Act and therefore use of marijuana is illegal under Federal law regardless of State laws. A positive drug test result for marijuana (or any other drug tested for) will result in withdrawal of the tentative job offer and ineligibility to apply for a position within the Department of Defense for 6 months from the date of the drug test.*****

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

Satisfactorily complete all background checks in accordance with PL 101-647 to include National Agency Check with Written Inquiries (NACI).

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.

EDUCATION: *SEE QUALIFICATIONS

REQUIRED DOCUMENTS:

- A resume should be provided. It should include relevant work experience (start/end dates stated in month/year, # of hours worked per week, detailed description of duties, and salary), applicable education at a minimum, and your contact information. For current or previous Federal employees, it should also include the Pay Plan, Series and Grade for each work experience entry.
- For current or previous Federal employees, please attach a copy of your most recent SF-50 or agency notification of personnel action form that provides current position, grade level, and duty location.
- Please provide a copy of your College transcript(s) which support those qualifications for which you wish to have considered.

*****SEE HOW TO APPLY FOR ADDITIONAL REQUIRED DOCUMENTS*****

HOW YOU WILL BE EVALUATED: Any experience, education, or other qualification presented on your application and/or resume is subject to evaluation and verification. Submissions are reviewed to determine if applicants meet the hiring eligibility and qualification requirements and to determine the level of KSAs related to the job requirements. Best qualified applicants are referred to the hiring manager in accordance with Military Spouse and Veteran Preference policies where applicable. If your application and/or resume lacks sufficient information, you will be rated accordingly or may be considered ineligible. The hiring manager may choose to conduct interviews, which may also be subject to evaluation and verification.

BENEFITS: A career with the U.S. Government provides employees with a comprehensive benefits package. As a federal employee, you and your family will have access to a range of benefits that are designed to make your federal career very rewarding.

- Benefits for federal employees
- Healthcare insurance
- Pay and leave

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

Regular Full-Time (35 - 40 hours per week) All benefits offered including medical, dental, life insurance, spouse & child life insurance, long term disability, annual and sick leave, retirement, and 401(k) savings plan.

Regular Part-Time (20 - 34 hours per week) Medical, dental, life insurance, spouse & child life insurance, annual and sick leave, retirement, and 401(k) savings plan.

Flexible (0 - 40 hours per week) No benefits offered.

HOW TO APPLY: Submit resume and required documentation via email to NAFJOBS@fe.navy.mil. For additional information visit our website at <http://www.militarymwr Guam.com/jobs>.

All resumes and documents required to prove eligibility **MUST** be submitted by the closing date on the announcement in order to be considered. Failure to provide such documentation may prevent applicants from receiving full consideration for the position.

*****Due to the volume of resumes received, applicants will not be notified of any missing documentation, information, and/or notice of non-selection. Applicants may contact our office at (671) 349-1154 / 2154 / 2210 / 3154 / 5154 to inquire on application status.*****

ALL APPLICANTS: Applicants qualifying based on education, time in grade, credentials, certification, training and/or module completion **MUST** provide proof of education, personnel action or SF50, credentials, statement of service, certification, training and/or module completion at the time of resume submission.

*Current or prior federal employees, please submit your most recent personnel action or SF50.

*Military retirees, please submit your statement of service.

*Documentation submitted for other/previous vacancies is not considered as part of this submission.

Some positions have special requirements. In these cases, selection is tentative pending satisfactory completion of these requirements.

APPLICANTS CLAIMING HIRING PREFERENCE: Please ensure you complete and submit ALL required documents to claim preference at the time of resume submission. All forms to claim preference can be downloaded via our website at <http://www.militarymwr Guam.com/jobs>.

WHAT ARE PREFERENCES? Preferences are advantages in the candidate selection process. Individuals can claim the following preferences:

1. Reemployment Priority List (RPL): Qualifying separated employees shall have priority placement in the NAF activity from which they were separated as a result of a Business Based Action (BBA), when the position has substantially the same duties as the position from which they were separated and it is not a higher grade or employment category, provided the position is not being filled by an internal candidate. To claim this preference, you **MUST**:

- Submit a copy of your BBA Separation Notification indicating eligibility for RPL.

2. Military Spouse Preference (MSP): Qualifying spouses eligible for MSP are spouses of an active duty military member of the U.S. Armed Forces, including members of the National Guard or Reserves on active duty. The marriage must have occurred before the military member received official permanent change of station (PCS) orders to Guam. MSP is applicable only when applying for NAF positions at the NF-03 and below and equivalent craft and trade (CT) positions. To claim this preference, you **MUST**:

- Complete and Submit MILITARY SPOUSE PREFERENCE (MSP) CLAIM FORM. Form may be downloaded from: [Download MSP Form](#); **AND**

- Submit sponsor's PCS orders to Guam.

***If you are not indicated as a spouse on the PCS orders, you **MUST** submit proof of marriage prior to PCS to Guam.

3. Veteran's Preference/Gold Star Veteran's Preference: Qualifying military veterans, and spouses/parents of deceased veterans shall be given employment preference over non-preference applicants if they are equally qualified. Preference applicable for positions open to external candidates. To claim Veteran's preference, you **MUST**:

- Complete and Submit VETERAN'S PREFERENCE WORKSHEET. Form may be downloaded from: [Download Vet Preference Form](#); **AND**

- Submit a copy of your DD-214 (member 4 copy)

To claim Gold Star Veteran's preference, you **MUST**:

- Complete and submit completed SF-15, APPLICATION FOR 10-POINT VETERAN PREFERENCE. Form may be downloaded from: [Download SF-15 Form](#); **AND**

- Submit a legible copy of DD-1300; **AND**

- Submit any other supporting documentation (official statements, document of service, court decree, etc.).

***Qualifying applicants with preferences are considered in the order listed above. Then all other qualifying applicants are considered.

Failure to provide all of the required information as stated in this vacancy announcement may result in an ineligible rating or may affect the overall rating.

WHAT TO EXPECT NEXT: Applicants may be contacted for an interview or may be sent a notice of non-selection within 2-8 weeks of the announcement closing date.

If you are selected for a position, you will be contacted by the JRM Regional NAF Human Resources Office with a temporary job offer. Final job offer upon completion of all pre-employment requirements (typically 2-8 weeks).

We reserve the right to close this position without further announcement.

OTHER REQUIREMENTS: Some positions have special requirements. In these cases, selection is tentative pending satisfactory completion of these requirements.

All selections are contingent upon obtaining satisfactory background and employment reference checks.

Males must be registered for or exempt from Selective Service (<https://www.sss.gov/register/>).

Selectees are required to participate in direct deposit.

We are an E-Verify participant.

The Department of Navy is an Equal Employment Opportunity Employer. All qualified candidates will receive consideration without regard to race, color, religion, sex, national origin, age, disability, marital status, political affiliation, sexual orientation, or any other non-merit factor.

The Department of the Navy provides reasonable accommodation to applicants with disabilities. Applicants with disabilities who believe they require reasonable accommodation should email them to: M-GU-JRM-NAFHRO-N9@fe.navy.mil to ensure that the Department of the Navy can consider such requests. The decision to grant an accommodation will be made on a case-by-case basis.

PRIVACY ACT STATEMENT FOR NAF APPLICANTS: Authority to request this information is derived from 5 U.S.C. 301, Departmental Regulations. The purpose of this information is to determine the qualifications, suitability, and availability of applicants for employment with a NAF activity, and of current employees for reassignment, reinstatement, transfer, or promotion. The information will be used to assess qualifications, entitlement, and overall employment suitability. Completion of information on this form is voluntary. Failure to provide this information may prevent you from receiving full consideration for the position you seek.