

Summit Early Learning

POSITION	EXECUTIVE DIRECTOR
CLASSIFICATION	Exempt
COMPENSATION	Level A-Ex Negotiated
SUPERVISORY CONTROL	Board of Directors
SUPERVISION EXERCISED	Fiscal Director, Human Resources Director, Education Services Director, Family & Community Engagement Director, Operations Director, Manager of Communications & Administrative Services
<p>SUMMARY of RESPONSIBILITIES</p> <p>The Executive Director is the organizational leader and administrator for SUMMIT Early Learning programs and services. Duties encompass all administrative and financial components of organizational management. Leadership is both internal and external and includes organizational advocacy along with protecting and modeling the SUMMIT Early Learning philosophy and a corporate culture that promotes trust and transparency for all employees, Board members, parents of children served, and the community. All responsibilities guide and support quality early care and education services as per the SUMMIT Early Learning mission: "Building the future through early care and education...one family at a time." Manage the operations of the Head Start and Early Head Start program.</p>	

QUALIFICATIONS

<p><u>EDUCATION & EXPERIENCE:</u></p> <p>Required: Bachelor's degree in management, education, or the social sciences and a minimum of 3 years' administrative experience, including supervision of management-level employees</p> <p>Preferred: Master's degree in one of the above disciplines</p>	<p><u>KNOWLEDGE & SKILLS Required:</u></p> <ul style="list-style-type: none"> ● Principles of management, administration, human development, and the adult learning process ● Functions of community agencies and systems ● Principles, practices, and objectives of Head Start/Early Head Start programs or comparable preschool child development programs ● Financial management, including budget preparation, fiscal analysis, and monitoring ● Federal, state, and local laws, rules, and regulations related to grants management and personnel management ● Problem solving, facilitation, and the ability to work well with others ● Data analysis and concise and accurate reporting skills ● Principles of management and adult learning
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RESPONSIBILITIES:

1. Report to, inform, and support the Board of Directors as the legal governing body of SUMMIT Early Learning by providing clear guidance, information, and advice, including administrative support and training for all Board members.
2. Plan, coordinate, and implement short- and long-range goals and objectives, including developing the necessary systems and procedures for efficient and effective services delivery and administrative support.
3. Establish, implement and evaluate feedback gathered through formal and informal communication systems in support of SUMMIT Early Learning goals and objectives with employees, governance groups, parents of children served, and the community.
4. Establish and implement management systems and procedures that support quality services and optimal administrative support within the requirements of contractual agreements, laws, regulations, and funding documents.
5. Maintain the fiscal integrity of SUMMIT Early Learning by establishing and implementing a system of financial management that is transparent and accountable, including

- a. Annually preparing the SUMMIT Early Learning Cost Allocation Plan
 - b. Planning, preparing, and submitting applications for funding SUMMIT Early Learning programs
 - c. Monitoring, reviewing, and reporting to funding sources, governance groups, management team, and employees
 - d. Approving all expenditures
 - e. Implementing financial management policies and procedures with appropriate checks and balances
 - f. Planning and participating in the annual agency audit by a certified public accountant.
6. Establish and maintain community partnerships in support of SUMMIT Early Learning programs and services.
 7. Establish and implement ongoing systems of evaluation and organizational self-assessment in order to maintain quality programs and administrative services; prepare and disseminate an annual evaluation report with a focus on continuous quality improvement. Establish and implement leadership and management expectations and responsibilities for all levels of management employees, including the timely completion of annual performance appraisals for all staff. Provide leadership and administrative support for multi-program initiatives, as assigned
 8. Coordinate all duties and responsibilities with other management employees, specifically the executive staff.
 9. Serve as the authorized representative of SUMMIT Early Learning, with the authority to legally contract and bind the agency as authorized by the Board of Directors.
 10. Accept occasional travel along with frequent prolonged and irregular hours.
 11. Carry out other duties as assigned by the Board of Directors.

PHYSICAL FUNCTIONS

This position requires the employee to work in an office environment with occasional high-traffic times. The position requires the ability to walk up stairs, sit, talk and hear, use hands and fingers. The position also requires the ability to stoop, reach, bend at the waist, feel and operate objects, tools or controls and reach with hands and arms. The employee must be able to stand for long periods of time. The employee must be able to walk freely without restriction. This position requires the ability to occasionally lift and move items weighing up to 25 pounds. This position has specific vision abilities including close vision and the ability to adjust focus.

MARGINAL FUNCTIONS

Provide transportation in agency vehicles as needed, have a valid state driver's license; agree to use safety equipment in the vehicle properly; and be willing to use this vehicle on the job for self and transportation of others as defined in the Agency's vehicle transportation policy.

This job description is a general description of essential job functions. It is not intended as an employment contract, nor is it intended to describe all duties someone of this position may perform. All employees of SUMMIT Early Learning are expected to perform tasks as assigned, regardless of job title or routine job duties.

I HAVE READ AND UNDERSTAND THE DUTIES AND RESPONSIBILITIES OF THIS POSITION.

Name

Date