

HEAD START/EARLY HEAD START DIRECTOR

Classification and Compensation: Full-Time, Exempt, Level A negotiated

Supervisory Control: Executive Director

Supervision Exercised: Family Community Partnerships Coordinator, Family Community Engagement Coordinator, Home Visiting Coordinator, Health/Nutrition Coordinator, Data/Quality Assurance Coordinator, Enrollment/Outreach Coordinator

SUMMARY of RESPONSIBILITIES

Responsible for administration and management of all aspects of the Head Start and Early Head Start Programs in accordance with state and federal regulations. Work with Executive Director in providing leadership; align all actions to support agency mission by ensuring all policies and procedures demonstrate integrity and ethical behavior.

QUALIFICATIONS

Education and Experience: Bachelor's degree in a field relevant to administering a comprehensive early childhood programs (e.g. public administration, human services management, etc.), Master's degree preferred. Minimum of 5 years' management experience

Knowledge and Skills:

- Principles of management, administration, human development, and adult learning.
- Functions of community agencies and systems.
- Financial management, including budget preparation, fiscal analysis, and monitoring.
- Federal, state, and local laws, rules, and regulations related to grants management and personnel management.
- Principles, practices, and objectives of early childhood education and Head Start/Early Head Start programs, plus problem solving, group facilitation and ability to work well with others

RESPONSIBILITIES

1. Prepare Funding applications, including monitoring and reporting to funding sources, as required
 - a. Fiscal management for the programs of Head Start and Early Head Start
 - b. Personnel management for the programs of Head Start and Early Head Start
2. Develop, implement, and coordinate the delivery of Head Start, Early Head Start services in a manner consistent with the requirements of contractual agreements, laws, regulations, funding documents, and standards
3. Serve as the Head Start/Early Head Start director as defined by federal grant expectations
4. Conduct long- and short-range planning, including assessment of community needs and resources
5. Develop and implement systems of evaluation and organizational self-assessment, including preparing and disseminating an annual evaluation report with a focus on continuous quality improvement
6. Lead a self-assessment process with summary report for approval by Executive Director, Policy Council and Board of Directors.
7. Develop and implement leadership and management expectations and responsibilities for all levels of Head Start/Early Head Start management employees
8. Direct the professional development process, that includes providing annual staff or management training events
9. Maintain community partnerships and ensure plans to use all available community resources in Head Start are included in program goals each year.
10. Create new and support existing community collaborations such as agreements with school districts, and other community partners.
11. Maintain open communication and coordinate all Head Start Early Childhood services
 - a. Within the Head Start and Early Head Start programs, and
 - b. Among and between all SUMMIT programs and administration.
12. Coordinate all duties and responsibilities with other management employees and program managers
13. Collaborate and provide leadership and administrative support for multi-program initiatives, as assigned
14. Serve as the management liaison with the Head Start/Early Head Start Policy Council, organizing and supporting the Council, attending all Council meetings, and training Council members.
15. Regularly convening Head Start and Early Head Start managerial staff for planning, management, reporting, and problem solving.
16. Provide required documents and program reports to the Board, Policy Council, Regional Office, and other agencies.
17. Oversee all data and reporting systems to support programs.
18. Report to the region office on overall programming including outcomes data, and growth towards School Readiness Goals, Family Engagement and other Head Start Initiatives.
19. Oversee the planning and implementation of successful federal Head Start reviews
20. Attend and participate in Board of Directors meetings and committees of the Board, as appropriate.
21. Implement internal and external reporting systems and procedures for monitoring and controlling fiscal and program activities in Head Start, Early Head Start.
22. Develop, implement, and maintain an ongoing evaluation system to ensure quality control of Head Start and Early Head Start along with continuous quality improvement of services and management
23. Effectively supervise assigned staff.
24. Make recommendations to the Executive Director and HR Director as to the hiring, termination, advancement or any other changes of status of Head Start employees as needed.
25. Attend Head Start Association meetings, Board meetings, conferences, and workshops as requested.