

**TRI-COUNTY COMMUNITY ACTION, PROJECT HEAD START/EARLY HEAD  
START**

**JOB DESCRIPTION**

**JOB TITLE:** Assistant Head Start Director

**DEPARTMENT:** Head Start Birth to Five Program

**CLASSIFICATION:** Full Time; Exempt

**GENERAL DESCRIPTION:** Under the supervision of the Head Start/Early Head Start Director, the Assistant Head Start Director is responsible for performing administrative functions and providing support to the Head Start/Early Head Start Director and all Birth to Five employees. Additionally, this position requires that strong Ongoing Monitoring/Compliance duties are completed for each Content Area Department within the HS/EHS Program focused on Health and Safety. Duties and responsibilities include: preparing, reviewing, disseminating and/or filing routine correspondence and reports, answering the phone, if necessary, relaying messages, receiving processing and distributing mail when needed. The Assistant HS Director will also monitor each Content Area within the program on a scheduled basis to identify strengths and weaknesses within these departments. Documentation and monthly reports regarding compliance activities will be submitted to the HS/EHS Director. The person in this position will also assist in the development, implementation and management of the Birth to Five Program as a whole and assist with any special projects as deemed necessary.

**QUALIFICATIONS:** Education: A. A. or A.S. degree in Early Childhood Education, Sociology, Social Work, Business Administration, Psychology or other Human Services field is preferred. Strong communications, public relations, interpersonal and administrative skills are necessary. Computer skills required. Experience in administrative support experience in preparing and/or generating routine correspondence, letters, memoranda, forms, reports and any other documents via computer is essential. Excellent oral and written communication skills. Excellent interpersonal skills and successful experience working in teams. Strong knowledge of human behavior and psychological principles.

**DUTIES:**

- Prepares and/or generates routine correspondence, letters, memoranda, forms, reports and other documents via computer and/or typewriter.
- Assists in planning and preparing for meetings, including preparing agendas and meeting packets, helps in setting up refreshments, recording minutes, distributing documentation, maintaining records and/or other tasks deemed necessary.
- Help plan, coordinate and conduct Policy Council Meetings as scheduled.
- Oversee the Parent Trainings on a monthly basis to ensure the location is secured, food is provided, and meetings are ran properly; collect meeting minutes, sign-in sheets and assist with preparing all completion ceremonies.

- Mail/email Policy Council packets to members at least 5 days prior to the meeting.
  - Utilizes knowledge of various software programs to operate a computer in an effective and efficient manner.
  - Assist HS/EHS Director with programmatic issues that arise on a daily basis.
  - Assist Center Directors daily as needed.
  - Assist with conflict resolution among staff.
  - Address parent concerns and phone calls.
  - Assist and oversee the Community Assessment process.
  - Assist and oversee the Self Assessment process.
  - Assist with preparing the PIR on an annual basis, and work with Managers to ensure its accuracy.
  - Collect/review all Time Sheets/PAR/Leave Requests and submit to HS/EHS Director for signature.
  - Review all PO Requests prior to sending them to the HS/EHS Director for approval.
  - Enter all Staff Training Records into Child Plus.
- 
- Works closely with the Executive and Head Start/Early Head Start Directors.
  - Assist with booking reservations, workshops, conferences etc. for Birth to Five Program staff.
  - Assist and review all updated agency plans, policies and procedures for all content areas.
  - Assists in coordinating and oversight of the Ongoing Monitoring Process for the Birth to Five Program.
  - Assists in the monitoring of all tracking systems, including Child Plus.
  - Monitors all Content Area Departments within the Head Start/Early Head Start Program on a scheduled quarterly basis.
  - Identifies strengths and weaknesses within the Content Area Departments, Centers and Home Base Programs.
  - Receive and monitor purchase orders and submits to finance office.
  - Completes Quality Assurance Plan twice a year and submits to HS/EHS Director. Develops plan for compliance on items that are needed.
  - Works effectively with Department Managers, Center Directors and Homebase Managers to develop strategic plans to address and correct weaknesses and areas of non-compliance.
  - Completes folder checks (center/home based programs) throughout the year.
  - Completes Health and Safety Checklist and Classroom Observations at each site and conducts follow-up with Center Directors and Homebase Managers.
  - Assist and complete CLASS observations.
  - Complete EHS Mentoring with teaching staff on a monthly basis
  - Assist with all Special Projects as needed.
  - Ensure all sites are in compliance with Daycare Licenses.
  - Schedule yearly safety trainings for all staff.
  - Oversee the completion of MOU's.

- Assist FECM with Parent Newsletter quarterly.
- Assist with forming community partners throughout all the counties served by the agency.
- Provides training to staff on Ongoing Monitoring and Health and Safety.
- Must be able to lift or move 20 to 25 pounds is needed.
- Must possess a valid Texas Driver's License and be insurable by the agency's insurance company.
- Regular work hours are 8:00 a.m. until 4:30 p.m. Any schedule variation must be approved by supervisor.
- Have the ability to conduct one's self in a manner that relates to TCCA Policies and Procedures both on and off the job.
- Performs any other assigned tasks relevant to the effective operating of the program or other tasks assigned by supervisors.

**SUPERVISORY DUTIES**

Center Directors

**IMMEDIATE SUPERVISOR**

Head Start/Early Head Start Director

Signature: \_\_\_\_\_ Date: \_\_\_\_\_