

# **TRI-COUNTY COMMUNITY ACTION, INC.**

## **PROJECT HEAD START & EARLY HEAD START**

### **JOB DESCRIPTION**

**JOB TITLE:** Head Start/Early Head Start Director

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

**CLASSIFICATION:** Full Time; Exempt

**GENERAL DESCRIPTION:** The Head Start/Early Head Start Director is responsible for assuring all the Head Start program mandates and standards for excellence are met on a daily basis. This position develops the structure, systems and procedures to facilitate this. In addition to operating responsibility for fiscal, legal, and programmatic aspects of the program, it bears the responsibility of assuring that the program is strategically positioned for the future. At the discretion of the Head Start/Early Head Start Director, some responsibilities may be delegated to other staff.

**QUALIFICATIONS:** Bachelor's degree or equivalent in Early Childhood Education, Child Development, Social Sciences, Public Administration, Human Resources, day care administration, or related field preferred, and a minimum of three years pre-school management experience and five years working in a Head Start program in a supervisory capacity.

**EXPERIENCE:** Experience in program planning, operations and evaluation, and the use of management information systems and leadership ability is recommended. The Director must demonstrate an understanding of Head Start/Early Head Start philosophy and the ability to implement its principle of shared authority and decision-making. Good interpersonal and communication skills, including the ability to work as part of a team.

**PERSONAL QUALITIES:** The director should be a person with the initiative and the imagination to develop and administer all phases of the Head Start/Early Head Start Developmental Program. The director should possess tact and be able to work positively with Head Start/Early Head Start staff, all other personnel in the program, and parents of children enrolled. It is desirable that the director be able to meet and work closely with the community, directing board and guiding committees to accomplish program objectives. It is necessary that the director be able to assume the responsibilities of making decisions requiring personnel, budget control, and program development.

#### **DUTIES:**

- Assures the compliance with all funding source mandates, all applicable laws and regulations, and assures that standards which exceed the minimum are being met.

- Provides guidance and leadership to staff to emphasize the importance of the program achieving high standards of quality, internally and through public and private sector partnerships.
- Reviews and analyzes monthly financial and statistical reports to assess the budget status and to initiate preventative measures if any problems appear to be predicated.
- Oversees and monitors agreements for the purchasing of goods and services assures that bids are solicited in accordance with state and federal regulations.
- In conjunction with the Family Empowerment Specialist and the ERSEA Manager, assures that the program serves the number of eligible children for which it is funded.
- Reads management and leadership materials and program-related materials to keep abreast of developments in comprehensive early childhood programs.
- Works with other organizations in the community to foster collaboration as defined by federal Head Start performance standards.
- In conjunction with the Board of Directors, Executive Director, staff and Policy Council, leads planning meetings in which long and short-term goals for improvement are established.
- Conducts a complete Community Assessment every three years and an up-date during the intervening years.
- With input from Board, Policy Council, program participants and Head Start/Early Head Start staff, develops a funding application every year.
- In conjunction with the Board of Directors and Policy Council, seeks additional outside funding for the program; meets the non-federal share requirement.
- Facilitates the continuing professional development of all staff as part of the commitment to excellence.
- Maintains effective, appropriate communication with the Policy Council and Board of Directors.

- Attend all regular and special meetings, and committee meetings relevant to the program.
- Provide a written report/summary to the board and Policy council of the fiscal and programmatic status of the program and of the administrative activities since the last meeting, monitoring results, and strategies to resolve problems.
- Communication of relevant information from the funding sources.
- Provide annual training for Policy Council and Board members and Periodic refresher for veteran Board members on their roles and responsibilities.
- Monitors the implementation of the responsibilities of employees through observation, monthly supervisory meetings, team meetings, and review of files and documentation.
- Assumes an active role in the annual program self-assessment.
- Assures remediation of any non-compliance found in self-assessment or Federal Monitoring, and incorporates recommendations into planning for the improvement of the program.
- Provides and/or secures training and technical assistance for all staff.
- Maintains a close working relationship with the Finance Director which will provide information for budget writing and the status of the budget to facilitate effective oversight of expenditures.
- Hears and resolves community complaints about the program, seeking input from staff, parents, Policy Council or the Board, as needed.
- Carries out the function stated in procedures for staff grievances.
- Hires, and if necessary, fires staff, complying with applicable laws, regulations, Agency Personnel Policies and Procedure assures parent input into the hiring and/or firing of staff prior to seeking their approval for the personnel action.
- Completes and submits reports as needed to the funding sources, the Board of Directors, and the Policy Council.
- Monitors the program's administrative cost, assuring it does not exceed the allowed 15% amount.
- Monitors the program's non-federal share to assure that the amount required is met. Meets with staff, parents, Policy Council and the Board to develop strategies

for increasing the amount of the program's accumulated non-federal share, if necessary.

- Maintains open lines of communications with the Birth-to-Five personnel.
- Negotiates final contracts for space, seeking to secure the lowest rate possible.
- In consultation with the Education Managers, assures that classrooms and playgrounds are well-equipped.
- Establish and maintain effective oral and written communication with the Executive Director, Policy Council, Board of Directors, Management Team, Staff, Parents, Community Partners, and all stake holders
- Facilitate the establishment of community partnership and collaborations and ensure that MOU's are in place.
- Ensure all Content Areas have written policies, procedures and accompanying forms that are approved by the Policy Council annually and that all staff is trained.
- Ensure that effective reporting systems are in place – both from content area managers to the director and from the director to the Executive Director.
- Create and implement an internal monitoring system for all content areas that ensure compliance with all Head Start Program Performance Standards and all other regulations.
- Continue the process of integrating center-based programs and home-base programs.
- Direct supervisor of all Content Area Managers, County Coordinators and Center Directors. Provide supervision, training and technical assistance to all Content Area Supervisors.
- Must be able to lift or move 20 to 25 pounds if needed.
- Provide Ongoing Monitoring Tool to Compliance Coordinator monthly.
- Regular work hours are from 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 related to TCCA Policies and Procedures both on and off the job.
- Performs any other assigned tasks relevant to the effective operation of the program or other task assigned by supervisor.
- Follow the four agency Behavior Competencies: Integrity, Teamwork, Professionalism and Compassion.

**SUPERVISORY DUTIES:**

HS/EHS Managers

**IMMEDIATE SUPERVISOR:**

Executive Director/Board of Directors

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

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

