



University of South Dakota Director of Head Start/Early Head Start POSITION DESCRIPTION

The University of South Dakota School of Education is seeking a Director of Head Start/Early Head Start. The Director is responsible for providing the day-to-day management, oversight, staff supervision, coordination, and direction of the USD Head Start and Early Head Start programs. The Director will provide vision and leadership to Head Start staff while ensuring management functions are properly carried out in programs. These duties will be accomplished in accordance with the Head Start Program Performance Standards, Policies and Procedures, and State of South Dakota Licensing Requirements. The Director has operational responsibility for meeting all federal, state, and local grant requirements, rules, regulations, and program standards.

Required qualifications. Candidates must have sufficient knowledge, training and experience, and competencies to fulfill the roles and responsibilities of the position and ensure high-quality service delivery. A baccalaureate degree in relevant field and five years experience in supervision of staff, fiscal management, and administration are required. Incumbent must pass fingerprint background check.

Preferred qualifications. Experience working with large and complex budgets, writing large competitive grants and South Dakota Licensing regulations is preferred. Prior experience in child development and working with low-income families is preferred. The director should demonstrate the following skills:

- The capacity to solve complex technical, administrative, and regulatory/policy issues involved in implementing strong systems and services by making timely decisions;
- The capacity to foster a workplace supportive of individual differences;
- The capacity to prioritize, consider alternatives, and respond quickly and effectively to unexpected and rapidly changing conditions;
- The skills necessary to be an innovative and creative thinker and encourage these skills in team members.

Salary is commensurate with qualifications. This is a twelve-month position.

About USD Head Start. USD Head Start provides free preschool and in-home early

learning programs for expectant families and children birth to age five. We serve our communities' youngest learners in the southeast South Dakota counties of Clay, Lincoln, Turner and Union. (Services vary by location and age.) USD Head Start provides free inclusive comprehensive services to eligible children and families by supporting nutrition, health, disability, education, mental health, and family services. Funding is provided through the Administration for Children & Families, Dept of Health & Human Services - Office of Head Start.

Application Procedure: Available online at yourfuture.sdbor.edu. The closing date for the position is August 22, 2024. Inquiries should be directed to Amy Schweinle amy.schweinle@usd.edu.

The University of South Dakota is an equal opportunity, affirmative action institution committed to increasing the inclusiveness of its faculty, staff and students. This document is available in alternative forms upon request. For assistance, contact Disability Services at USD at 605-658-3745 or disabilityservices@usd.edu.

USD is committed to fostering a dynamic and welcoming working and learning environment for all. USD provides equal employment opportunities to all employees and applicants for employment without regard to ideological, political, or sectarian opinions or perspectives; or race, color, creed, religion, sex, ancestry, disability, national origin or any other factor protected by applicable federal, state, or local laws. USD is committed to the principles of free expression and encourages the timely and rational discussion of topics in an environment that is intellectually and ideologically diverse.