

ORGANIZED COMMUNITY ACTION PROGRAM, INC.
HEAD START & EARLY HEAD START

HEAD START EARLY HEAD START DIRECTOR

Supervisor: Executive Director

Status: Exempt

Terms of Employment: Regular Full Time

Job Goal:

To supervise the overall Head Start/ Early Head Start Program and integral components; and ensure that programmatic operations are carried out effectively. Provide direction to Head Start Policy Council in the Head Start Performance Standards.

Essential Responsibilities:

1. Administrative Management
 - a. Promote the professional growth and development of content area staff.
 - b. Assist with and meet all fiscal funding source requirements in conjunction with the Fiscal Officer through the use of comprehensive internal controls.
 - c. Assist in the development program budgets, and monitor expenditures to ensure budget conformance.
 - d. Ensure that all reports and records are maintained accurately and promptly.
 - e. Attend regularly scheduled Administrative Team meetings.
 - f. Coordinate with other supervisors to provide supervision, leadership, and direction including: performance evaluations, training, orientations, attendance record keeping, and other forms of assistance.
 - g. Attend all Board of Director meetings, policy council meetings, staff meetings and submit monthly reports to the Executive Director and Policy Council on Head Start/ Early Head Start activities.
 - h. Ensure that the operational responsibilities of the Policy Council are carried out
 - i. Supervise FSS I staff in program operations, to include using all agency policies and procedures for developing staff skills for successful job task completion.
 - j. Ensure license for each center license are current.
 - k. Conduct FSS I performance evaluation twice a year.
2. Operations
 - a. Ensure that all safety, legal, program, and licensing requirements are met.
 - b. Ensure that all area programs meet or exceed program standards.
 - c. Assist in securing Head Start/ Early Head Start facility space as needed.
3. Facility Procurement & Renovations
 - a. Assist Executive Director in securing space for program expansion.
 - b. Provide leadership in the development of building practices and principles through our Head Start/ Early Head Start facilities.
4. Program Planning and Development

- a. Maintain regular interaction with appropriate community agencies and leaders as appropriate.
- c. Participate as an Administrative Team member in the development of plans to meet Agency goals.
- d. Assist with completing the Community Assessment.
- e. Assist with completing the Annual Self-Assessment.
- f. Participate with Administrative Team members in establishing and maintaining relationships with appropriate school districts and organizations within service areas.
- g. Promote and educate staff and board on Head Start Performance Standards being implemented throughout the agency.

Qualifications:

- 1. Bachelors degree in ECE, Business/Public/Education/Health Administration or related field, plus five years non-profit experience of which two years' experience are in managerial and supervision.
- 2. Two years of budget development responsibility.
- 3. Strong leadership skills.
- 4. Current physical examination and TB screen documentation upon hire.
- 5. Adequate means of transportation.
- 6. Head Start experience.
- 7. Community service experience.
- 8. Ability to coordinate and/or conduct training sessions.
- 9. Multi-cultural experience.

General Staff Responsibilities:

- 1. Participate in staff meetings, conferences, training sessions and workshops as assigned.
- 2. Demonstrate familiarity with employment policies, performance standards, work plan and objectives of Agency.
- 3. Maintain congenial and respectful relations with staff, children, families and community.
- 4. Keep current and accurate records.
- 5. Maintain confidentiality in regards to staff and family information.
- 6. Maintain objectives and professional standards.
- 7. Improve self-skills and education.
- 8. Fulfill role as mandated reporter as stated in Child Abuse and Neglect Policy.
- 9. Perform any other work-related duties as requested by your supervisor.
- 10. Be present at work in order to provide consistency of services.
- 11. Be a contributory team member in a positive/productive manner.
- 12. Demonstrate commitment to mission, values, and policies in the performance of daily duties.

Other Requirements:

- 1. Communicate effectively with staff, families, children, and the public using the phone and in face-to-face, one-to-one, and in group settings.
- 2. Observe, compare, and monitor behaviors, records and data to determine compliance with prescribed standards.
- 3. Comprehend, analyze, make inferences and references from written material.
- 4. Fluent in English both verbally and written.
- 5. Produce written documentation with clearly organized thoughts.
- 6. Ability to drive a private or Agency vehicle; must possess a valid driver's license and personal automobile or provide a plan that will allow fulfillment of position requirements.

7. Instruct, lead, train and facilitate others in a group setting.

— **Physical Demands:**

The physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle or feel objects, tools, or controls, reach with hands and arms; talk or hear; and taste or smell. The employee frequently is required to walk and stoop, kneel, crouch or crawl. The employee is occasionally required to stand and climb or balance.

The employee must regularly lift and/or move up to 10lbs., frequently lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

Work Environment:

The work environment characteristics described here are representative of those and employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

Non-Discrimination Policy:

— It is the Policy of this Agency to be customer and service oriented and to require employees to treat customers in a courteous and respectful manner at all times.

Employees must understand that our customers come first and they are the primary source of the organization's income. All employees have an obligation to represent the Agency in a positive way and to make customers feel as comfortable as possible in dealing with the organization.

We provide equal opportunity in all aspects for services rendered to our customers. All employees will not discriminate against any customer because of their race, color, religion, sex (including pregnancy, childbirth and related medical conditions), national origin, age (40 and over), citizenship, physical or mental disability, military obligations, gender identity, genetic information or any other basis of discrimination prohibited by law.

Violations of this policy will not be permitted and will result in disciplinary action up to and including termination.

The Agency has appointed its Human Resource Manager as its EEO Officer to oversee compliance with this policy.

— I have read and understand the responsibilities and requirements of my job description. By signing my job description, my signature verifies that I accept and agree with my responsibilities and requirements.

Signature

Date

Print Name

REVISED SEPTEMBER 2020