

Economic Security Corporation Job Description

Job Title: Head Start/Early Head Start Assistant Director
Division: Head Start/Early Head Start
Reports To: Head Start/Early Head Start Director
FLSA Status: Exempt
Revision Date: July 9, 2021
Job Classification: Grade 9

SUMMARY

The Assistant Director provides support to the Head Start/Early Head Start Director by managing certain operations, projects, and activities in the Head Start/Early Head Start programs.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

1. Responsible for the completion of various reports for the Office of Head Start, State of Missouri, and Agency departmental requests.
2. Leads the Professional Development efforts of both Head Start and Early Head Start, including the program's funds to improve teacher credentials, CDA classes, as well as the Department of Labor's Child Development Specialist Apprenticeship program.
3. Supports the HS/EHS management team with facilitation and support of special projects designed to improve services for children and families.
4. Ensures the effective use and administration of data collection tools and programs.
5. Works closely with Coordinators to ensure program data is effectively analyzed and used to make programmatic improvements.
6. Collects and analyzes data for the Head Start Community Assessment. Prepares a comprehensive report that can be used by the program as a basis for decision-making.
7. Assists with preparation of grant applications and planning of EHS/HS expansion needs.
8. Responds to concerns from staff, parents, and the community regarding the program.
9. Leads the program's annual Self-Assessment efforts and collaborates with the HS/EHS Director on the development of the written document and plan for short- and long-term improvements.
10. Offers support to the Area Supervisors with childcare licensing requirements and other provisions necessary to keep classrooms and centers in compliance with local, state, and federal regulations.
11. Supports the Coordinators as they facilitate committees and groups required as part of the Head Start Performance Standards.
12. Develops relationships with local agencies and businesses to establish agreements that will benefit the children, families and staff of the Head Start/Early Head Start program.
13. Approves and signs requisitions in the HS/EHS Director's absence.
14. Works as a cooperative team member with Area Supervisors/Coordinators and Agency staff in the effective integration of all program services.
15. Visits centers and sites to observe and evaluate effectiveness of services provided.
16. Assists HS/EHS Director with the Policy Council meetings, trainings, and agendas.

EDUCATION and/or EXPERIENCE

Bachelor's degree and experience in supervision of staff, fiscal management, and administration or the equivalent of 5-10 years' experience in the Head Start/Early Head Start program

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

SUPERVISORY RESPONSIBILITIES

Supervises Area Supervisors and Coordinators in the Head Start Director's absence.

LANGUAGE SKILLS

Ability to read, analyze, and interpret complex documents such as financial reports, legal contracts and government regulations. Ability to respond to the most sensitive inquiries or complaints. Ability to write speeches and articles for publication using original or innovative techniques or style. Ability to make effective and persuasive speeches and presentations on controversial or complex topics to top management, public groups, and/or Board of Directors.

MATHEMATICAL SKILLS

Ability to work with mathematical concepts such as probability and statistical inference. Ability to use numbers, graphs and mathematical examples to explain decisions and persuade others. Ability to apply concepts such as fractions, percentages, ratios and proportions to practical situations.

REASONING ABILITY

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

COMPUTER SKILLS

Intermediate personal computer skills, including electronic mail, routine database activity, word processing, graphics, etc.

PLANNING/ORGANIZATION

Ability to prioritize, organize, and delegate assignments

CERTIFICATES, LICENSES, REGISTRATIONS

Must have valid driver's license, reliable transportation, and meet Missouri automobile liability minimum requirements.

PHYSICAL DEMANDS The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

Reasonable accommodations 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 use hands, to finger, handle or feel; reach with hands and arms; and talk or hear. The employee frequently is required to sit. The employee is occasionally required to stand; walk; climb or balance; stoop, kneel, crouch or crawl. The employee must occasionally lift and/or move up to 25 pounds. The employee is required to do light physical activity performing non-strenuous daily activities of an administrative nature. The employee must be able to perform manual dexterity sufficient to reach/handle items, work with the fingers, and perceive attributes of objects and materials. 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 an 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 working condition is in a well-lighted and/or air-conditioned indoor office setting with adequate ventilation. The noise level in the work environment is usually moderate.

Employee Signature

Date

Employee Name