

ECONOMIC SECURITY CORPORATION

Job Description

Job Title: Head Start/Early Head Start Director
Division: Head Start/Early Head Start
Reports To: Chief Executive Officer
FLSA Status: Exempt
Revision Date: December 22, 2016
Job Classification: Grade 12

SUMMARY

The Head Start/Early Head Start Director is responsible for managing the operation of the Head Start and Child Care Divisions including supervision of staff, monitoring operations and implementation of long-range goals and objectives in accordance with federal, state, local, and agency requirements.

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

1. Ensures all Head Start and Early Head Start programs are in compliance with federal, state, and local regulations.
2. Ensures that Missouri Child Care Licensing requirements are met.
3. Ensures that divisional programs remain within budget constraints and effectively utilizes funds to provide high quality services to children and families.
4. Oversees the supervisor of the agency Early Head Start centers and all Head Start functional areas (Transportation, Health Services, Education, Transition & Training, Nutrition, Family and Community Partnerships, Parent Involvement, Disabilities, and Administration).
5. Monitors classroom facilities/centers to ensure safe operation and that all standards are maintained.
6. Ensures the program activities are guided by written plans for each of the program areas required by the Head Start Performance Standards.
7. Approves and guides the on-going communication activities provided by the program with staff, parents, policy groups and the general public.
8. Analyzes functions of Assistant Director, Area Supervisors, Coordinators, and other staff to prevent duplication of efforts and recommends curtailment, extension, modification, or initiation of services.
9. Advises Head Start Coordinators and Area Supervisors in planning and providing services based on community surveys, staff/parent feedback, and sound management principles.
10. Visits Head Start and Early Head Start sites to observe and evaluate effectiveness of services provided.
11. Prepares Head Start and Early Head Start budgets with assistance from the Deputy Director when needed.
12. Prepares grant applications and plans program expansion and continual improvement needs.

13. Develops a system of ongoing program planning in consultation with the agency Board of Directors, policy groups, staff, and other community organizations.
14. Utilizes the Community Assessment and the annual self-assessment to provide the basis for planning efforts and final decisions regarding the Head Start/Early Head Start program.
15. Establishes goals and objectives and communicates them to staff, management team, Board of Directors, and Policy Council.
16. Creates strategies of attainment of goals and develops action plans for implementation.
17. Maintains effective working relationship with the federal Head Start Regional Office, Region VII Head Start Association, Missouri Head Start Association, State Head Start Collaboration office and other groups.
18. Coordinates activities of the Head Start Policy Council and governing board.
19. Provides training and orientation activities to Policy Council members.
20. Involves the Policy Council and governing board in grant preparation, self-assessment and long-range planning.
21. Submits to Policy Council for approval information on newly hired employees and on any employees to be involuntarily terminated.
22. Provides all required reports and information to Policy Council and governing board as required by Head Start Performance Standards.
23. Presents information to local media and community groups regarding Head Start programs.
24. Helps negotiate agreements for collaborative efforts between Economic Security Corporation and other community organizations.
25. Represents Head Start and Economic Security Corporation on various boards and committees within the agency and community.
26. Represents the agency at both the State and Regional level.

SUPERVISORY RESPONSIBILITIES

Supervise/manage/direct the selection, training, development, appraisal and work assignments of personnel.

QUALIFICATIONS To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

Bachelor's degree from four year college or university and experience in supervision of staff, fiscal management, and administration.

LANGUAGE SKILLS

Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents. Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community. Ability to write speeches and articles of publication that conform to prescribed style and format. Ability to effectively present information to top management, public groups, and/or boards of directors.

MATHEMATICAL SKILLS

Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry. 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

Proficient personal computer skills, including electronic mail, record-keeping, routine database activity, word processing, spreadsheet, graphics, etc.

PLANNING/ORGANIZATION

Prioritize, organize, and delegate assignments.

CERTIFICATES, LICENSE, REGISTRATIONS

Must maintain a valid Class "C" driver's license, have 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 sit; use hands to finger, handle, or feel; and talk or hear. The employee is frequently required to stand, walk, and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl; and taste or smell. The employee is required to do sedentary physical activities of an administrative nature. The employee must perform manual dexterity sufficient to reach/handle items and work with the fingers. Specific vision abilities required by this job include close 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 conditions are well-lighted, heated and/or air-conditioned indoor office/production setting with adequate ventilation. The noise level in the work environment is usually quiet.

Employee Signature

Date

Employee Name