

Economic Security Corporation Job Description

Job Title: Operations & Development Director
Division: Head Start/Early Head Start
Reports To: Head Start Director
FLSA Status: Exempt
Revision Date: December 26, 2018
Job Classification: Grade 10

SUMMARY

The Operations & Development Director is responsible for managing the operation of the early childhood programs 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 Early Childhood 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 utilize funds to provide high quality services to pregnant mothers, infants, toddlers and families.
4. Oversees the supervision of Economic Security Corporation early childhood 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. Responsible for the administration of the Education Services of the Early Head Start Center-Based program. Monitors the provision of the curriculum and developmental assessment.
7. Ensures that program activities are guided by written plans for each of the program areas required by the Head Start Performance Standards.
8. Approves and guides the on-going communication activities provided by the program with staff, parents, policy groups and the general public.
9. Analyzes functions of coordinators and other staff to avoid duplication of efforts and recommends curtailment, extension, modification or initiation of services.
10. Advises coordinators in planning and providing services based on community surveys, staff/parent feedback and sound management principles.
11. Visits Head Start and Child Care sites to observe and evaluate effectiveness of services provided.
12. Prepares program budget with assistance from Head Start Director when needed.
13. Assists in the preparation of grant applications and plans program expansion and continual improvement needs.

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

SUPERVISORY RESPONSIBILITIES

Supervises the Head Start/Early Head Start Coordinators and Managers. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws.

Responsibilities include interviewing, hiring, and training employees; planning, assigning and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

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 in ECE, or another related field and at least 18 hours of ECE coursework; and at least four years' experience in early education teaching. The Operations & Development Director must also have demonstrated skills and abilities in a management capacity relevant to human services program management.

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