

**TOTAL ACTION AGAINST POVERTY  
JOB DESCRIPTION**

**JOB TITLE:** Assistant Director of Head Start/Early Head Start  
**COMPONENT:** Head Start/Early Head Start  
**SALARY RANGE:** \$49,920 - \$52,000

**GENERAL DESCRIPTION**

The Assistant Director has the responsibility of the overall management of the Early Childhood Development, Information Processing and Family Services functional area of the Program including the following Head Start content areas: Education and Early Childhood Development, Child Mental Health, Disabilities Services and child and family data including Two-Gen.

**ORGANIZATIONAL RELATIONSHIP:**

**Supervised by:** Director of Head Start

**Supervises:** Supervisor of Family Services  
Supervisor of Education  
Education Coordinators  
Behavioral Health Coordinators  
Disabilities Coordinator

**Coordinates with:** Supervisors

**RESPONSIBILITIES and/or SPECIFIC DUTIES:**

1. Program Planning and Development
  - a. Ensures compliance with all Head Start Performance Standards governing the Family Services and Education functional area
  - b. Ensures cross content integration in the areas of planning, program implementation, monitoring, and program evaluation.
  - c. Reviews and approves innovative instructional materials, research, approaches, strategies and methods in the field of early childhood education, family services and serving children with disabilities and uses information for program planning.
  - d. Ensures the proper interpretation of all federal and local regulations, guidelines and mandates governing Head Start.
  - e. Participates in the development of an annual calendar for program planning, implementation, monitoring, program evaluation, self-assessment, and other activities pertinent to quality program development.

- f. Ensures advisory committees are in place and meet as deemed necessary for quality services.
- g. Participates in the development of the Head Start Training Plan in cooperation with other component supervisors.
- h. Oversees Two-Generation Program and Special Projects that could include Mixed Delivery grants.

2. Community – Public Relations

- a. Represents Head Start in the absence of the Director or in collaboration with the Director in the community by serving on advisory committees of programs which impact children and their families.
- b. Interacts in committees to help develop curriculum, propose and clarify policies and procedures, establish goals, objectives and beliefs, to receive information and to plan strategies.
- c. Serves on committees related to data for education and services for families.

3. Personnel Management and Services

- a. Develops a recruitment plan in partnership with all supervisors of the various Head Start components.
- b. Develops and implements a Head Start program staff training and skills development plan.
- c. Determines staffing requirements for education and family services with the assistance of Supervisor of Education and Supervisor of Family Services.
- d. Ensures that education and family services program staff, consultants, and volunteers abide by the Head Start program's standard of conduct.
- e. Ensures that education and family services staff and consultants have the knowledge, skills, and experience they need to perform their assigned functions in a quality manner. This includes participating in the evaluation, when needed, of staff in those areas.
- f. Completes written appraisals on Supervisor of Family Services and Supervisor of Education
- g. Assists Education and Family Services Component Supervisors in the resolution of personnel problems within component.

4. Administrative Functions

- a. Leads in the development and implementation of the TAP Head Start Annual Action Plan annually.
- b. Assists the Education Supervisor and Supervisor of Family Services in the development and implementation of an efficient and effective record-keeping and reporting system that provides accurate and timely information on Head start program activities, related to children and families upon request.
- c. Assists the Education Supervisor and Supervisor of Family Services in the development of data reports related to child and family outcomes.
- d. Participates in the preparation of the annual Program Information Report (PIR).
- e. Works closely with the Director of Planning and Resource Development and the grant writer to review grant applications and complete the needs assessment.

- f. Leads Head Start staff in completing and compiling Head Start related agency reports (i.e. CSBG, locality, funding source, etc.) in a timely fashion.
  - g. Oversees Head Start in the absence of the Director.
5. Evaluation of Program and Personnel
- a. Receives annual performance reviews and appraisals of education and family service staff and uses the results to help Education and Family Service Supervisors to identify and develop training and professional development plans to enhance the quality of service delivery.
  - b. Participates in conducting the annual self-assessment of the Head Start Program.
  - c. Utilizes evaluation data to maintain, correct and/or improve delivery of program services
  - d. Studies policies, methods and procedures and modifies or makes recommendations for modifications as is necessary for the proper functioning of the program
6. Interpersonal Leadership
- a. Demonstrates the characteristics of educational and family service leadership in all contacts with system personnel and the public.
  - b. Acts as a "change agent" to stimulate desirable growth.
7. Keep Director and Administrative Office Manager aware of vacancies as they occur.
8. Keep Head Start Director informed of any Performance Standard and other violations in the program as necessary.
9. Performs any other job- related tasks, upon request.

**ESSENTIAL KNOWLEDGE, SKILLS AND ABILITIES:**

- 1. Knowledge of principles of management and administration.
- 2. Knowledge of the principles of human development and the learning process.
- 3. Knowledge of the functions of social service grantee agencies.
- 4. Knowledge of the principles, practices, and objectives of Head Start programs or Comparable pre-school child development programs.
- 5. Knowledge of pertinent federal, state, city and other necessary laws, rules, regulations and guidelines.
- 6. Knowledge of data analysis and data result planning.
- 7. Ability to write letters and plans.
- 8. Ability to relate well to and coordinate with the people being served.
- 9. Ability to solve problems.
- 10. Substantial experience in a supervisory capacity may waive the education experience.
- 11. Experienced administrator with and understanding of Child Development theories and practices.
- 12. Expertise in fiscal and program management with at least three (3) years of actual experience.
- 13. Ability to communicate effectively.
- 14. Ability to gather and analyze data and make concise, accurate reports and

recommendations.

## **QUALIFICATIONS**

- B.A. minimum, M.A. preferred in Early Childhood Education, Child Development, Social Work, or related field; 3-5 years supervisory/administrative experience; or combination of education and experience which provides the required skills, knowledge and abilities
- Knowledge of Head Start Performance Standards in high quality child care including infants and toddlers
- Must be agreeable to flexibility of working hours and able to attend night and out-of-town meetings, when necessary

## **SPECIAL REQUIREMENTS**

- Must have a valid Virginia Operator's license with a good driving record and reliable transportation.
- Must be able to travel out of town and overnight for occasional training and conferences
- Must pass drug screening. Some positions require positive complete background screening including: criminal, sex offender and child protective services.
- Must have CPR and First Aid certification or be able to complete such certification within 6 months of employment.
- This position requires the individual to be in the field and must have contact with the office staff and supervisor therefore an agency issued cell phone is necessary.
- Physical activity of this position – climbing; ascending and descending ladders, stairs, scaffolding, ramps, poles and the like; balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting, use of fingers for – picking, pinching and typing; grasping, feeling, hearing, talking, repetitive motion of the wrists, hands, and/or fingers.
- Physical requirements of this position – medium work; exerting up to 50 pounds of force occasionally, and/or up to 30 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.
- Visual acuity requirements – close visual acuity to perform an activity such as preparing data and figures; transcribing; viewing a computer terminal; extensive reading.
- Conditions subject to in this position – worker is not substantially exposed to adverse environmental conditions.

This description provides information regarding the essential functions of the designated job, and general nature and level of work associated with the job. It should not be interpreted to describe all the duties that may be required of such employees or be used to limit the nature and extent of assignments such an individual may be given.

*Every TAP employee shares in TAP's responsibility to "Mobilize Community Resources" in support of TAP's anti-poverty efforts.*

TAP hires only U.S. Citizens and lawfully authorized aliens.

**Equal Opportunity Employer/Drug Free Workplace**  
*Bilinguals Encouraged to Apply*

7/2017

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