

Total Action tap For Progress into hope

JOB DESCRIPTION

JOB TITLE:	Director of Head Start
COMPONENT:	Head Start/Early Head Start
SALARY:	\$60,000 - \$80,000/Annually
CLASSIFICATION:	Exempt/Executive

DEFINITION AND PURPOSE:

The Director of Head Start is responsible for sharing the passion, values and vision of Total Action for Progress. Like TAP, the director must invest in the lives of people and make a difference. Respect for others, their talents and potential, teamwork, collaboration and partnership building are cornerstone values. TAP is results oriented and builds systems that foster excellence in performance.

TAP seeks to hire an individual to oversee a Head Start program of 1,000+ children. The applicant must have a Head Start background, and a minimum of a Bachelor's Degree with 5 years supervisory and administrative experience that includes fiscal and programmatic management. Individuals with a leadership background in Early Childhood Development, or experience equivalent to an elementary school principal or executive director of a non-profit with 200 or more employees and a background in business administration or who has extensive experience in interpreting and developing policies and procedures could be considered.

The Director of Head Start must be a leader that has the desire and capability to create and sustain the highest quality Head Start program in the nation. The leader of TAP Head Start will use program planning and development; program management; self-evaluation; and ongoing community relations to meet program mandates and standards for excellence. The Director ensures that Head Start provides a high-quality learning experience for children, exceptional customer service to parents and community partners, and a supportive collaborative work environment for staff. The Director must also have the talent and perseverance required to quickly grow enrollment, attract and retain great staff, build a strong parent community, and ensure the educational experience for each child in every classroom is of the highest standard.

ORGANIZATIONAL RELATIONSHIP:

Supervised by: President and CEO

Supervises: Assistant Director, Service Area Supervisors, and Managers

Coordinates with: TAP Vice Presidents & Directors; TAP Planning & Resource Development; TAP Human Resources; Childcare Agencies; Public and Private Education Institutions; Departments of Social Services; Human Service Agencies and Institutions; and the general public

Essential Job Responsibilities - Performance Indicators

Supervision (50%)

1. Provide guidance and leadership to staff to emphasize the importance of the program achieving high standards of quality internally and through public and private sector partnerships.
2. Plan and facilitate regular leadership meetings.
3. Hire, coach, evaluate, assign and work with Head Start management in reviewing the performance, retention, promotion and termination of staff.
4. Promote a consistent exchange of information across Head Start.
5. Assist in the implementation of in-service training and technical assistance plan.
6. Encourage and support professional development opportunities.
7. Facilitate resolution of conflicts.
8. Develop an employee appreciation plan that focuses on the maintenance of positive employee morale
9. Include in work schedule visits to Head Start childcare centers and home base areas.
10. Attend service area staff meetings as often as possible

Systems Evaluation and Development (20%)

1. Ensure adequate systems in place to maintain highest quality of services to children and families in compliance with Head Start Performance Standards.
2. Develop goals, objectives, policies and operating procedures based on guidance from funding sources and found in governmental statues, regulations, and transmittal notices.
3. Prepare reports for funding sources, President, TAP Board and others as required.
4. Use data to analyze performance and plan for improvement.
5. Ensure consistency in service delivery across program with attention to inclusive practices and integration of component areas; encourage continuous improvement of systems.
6. Ensure coordination among components, across levels and with the organization.
7. Participate in development of program agreements and contracts.
8. Coordinate the development and update of the Community Needs Assessment. Utilize the assessment in program development.
9. Stay abreast of and incorporate innovative approaches to the delivery of early childhood development and parent involvement as appropriate (i.e. best practices; evidenced based models; mindfulness; trauma informed care; research based curricula that aligns with school divisions, etc.)
10. Conduct periodic employee surveys at a minimum of every 3 to 5 years.

Parent Engagement and Empowerment (10%)

1. Establish a system for active and effective involvement of parents and guardians in Head Start programming
2. Develop and maintain a system for training members of the Policy Council
3. Utilize the Multi-Generation approach to school readiness and economic sufficiency.
4. Establish a system that safeguards the sensitive and confidential information of families

Public Relations (5%)

1. Develop and sustain mutually respectful relationships and collaborations with public school districts, systems of higher education, childcare agencies, other community agencies and partners.
2. Attend interagency organizational and planning meetings to assist President in achieving overall agency goals and objectives.
3. Participate in professional development activities and organized community events.
4. Design and deliver formal presentations.
5. Represent Head Start on local planning bodies including boards and committees.

6. Regular formal presentations to parents, staff, Board of Directors and community groups to provide information and ensure collaboration.

Grants and Budgets (15%)

1. Implement internal and external reporting systems and procedures for monitoring and controlling fiscal and programmatic activities. Initiate preventative measures if any problems appear to be predicated.
2. Coordinate efforts to ensure that the program meets its in-kind and volunteer requirements.
3. Collaborate with the Planning and Resource Development component to prepare grant applications and prepare programmatic reports.
4. Interpret all governmental statutes, regulations, transmittal notices and memorandums pertaining to the Head Start program.
5. Collaborate with the Chief Financial Officer to develop and monitor financial plans, budgets, property procurement, and maintain inventory control
6. Submit consolidated annual budgets to Policy Council/committees, President & CEO, TAP Board and funding sources
7. Oversee the efforts of managers and consultants in the monitoring and control of component budgets; identification and interpretation of Head Start and community needs; conformance to Performance Standards and other regulatory requirements.

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 budget preparation, control method of and administrative analysis.
6. Knowledge of and ability to interpret and adhere to pertinent federal, state, city and other necessary laws, rules, regulations and guidelines.
7. Ability to promote a supportive, collaborative work environment for staff.
8. Ability to write grants, letters and plans.
9. Ability to relate well to and coordinate with the people being served.
10. Ability to solve problems and resolve challenging student/parent issues.
11. Ability to communicate effectively.
12. Ability to gather and analyze data and make concise, accurate reports and recommendations.
13. Aptitude for creating a warm and benevolent team culture.
14. Skills in operation of computer and various software functions.

TRAINING, EDUCATION AND EXPERIENCE

1. Bachelor's degree or higher in Early Childhood Education, Public Administration, Business Management and/or a similar degree such as elementary education, sociology, or social work.
2. Head Start background and experience preferred.
3. Five years' experience supervising a number of staff from multiple fields and/or disciplines.
4. Five years' experience administering human service or child development programs.
5. Expertise in fiscal and program management with at least three (3) years of actual experience.

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 and background screenings including: criminal, sex offender and child protective services with no pending or founded charges or convictions related to abuse, neglect, and/or exploitation

of children or adults (or other felony or misdemeanor charges which would conflict with the mission and philosophy of the agency).

- Must pass physical exam in which a physician documents employee's capability of transporting clients. The physical must also include a TB test and document that the employee is capable of performing essential duties specified in his/her job description.
- 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

*Director of HS
6-12-2018*