

Missouri Ozarks Community Action

Job title	<i>HEAD START DIRECTOR</i>	Grade	<i>10</i>	Class	Exempt
Reports to	<i>EXECUTIVE DIRECTOR</i>	Step		Unit	HEAD START

Job purpose

Plans, directs and coordinates activities of the Child and Family Development Department to ensure that goals or objectives of projects are accomplished within the prescribed time frame and funding parameters. Schedules, supervises, and monitors the quality of daily work of the Department Management staff to assure program standards are met. Participating member of the agency Leadership team which oversees major activities within the Agency's transformation plan. This position is supervised by the Executive Director.

Duties and responsibilities

1. Oversees major funding sources of the Head Start and Early Head Start programs, ensuring that they are administered in compliance with local, state and federal standards.
2. Identifies funding opportunities and works with other Department and agency staff to develop and submit grant proposals to assure continued funding and expand available funds.
3. Provides regular review of the Head Start and Early Head Start budgets to assure programs operate within budget guidelines.
4. Assures that adequate program and participant records are maintained and that required reports (including agency and funding sources) are submitted as required.
5. Maintains and submits Results Oriented Management Accountability (ROMA) goals and Agency Organizational Standards, strategies and indicators.
6. Participates in the Agency Community Needs Assessment and Strategic Planning teams to help ensure that the final products provide the information needed to guide planning for the Agency and the Program.
7. Leads planning and implementation of the Program annual self-assessment event and ongoing assessment of the provision of program services.
8. Oversees Head Start component area services through consultation with the program Senior Management Team and with individual senior managers on specific areas as needed.
9. Assures that the program infrastructure, including facilities and technology meet the needs of the program and legal requirements (such as Licensing, Performance Standards and Federal guidelines).
10. Maintains positive lines of communication with Federal, Regional, State and Local offices, assigned Program Specialist and Fiscal Specialist to ensure that the program is informed and able to respond promptly and effectively to changes in requirements.
11. Provides guidance and support to Head Start Policy Council in programmatic decision making, provides orientation training to Policy Council representatives and schedule other training as needed to enable them to successfully carry out their responsibilities.
12. Reports to the Governing Board about Program status, plans, and issues, obtains approval as needed for grant proposals and changes to the program services model. Participates in Board Training as requested by the Executive Director and/or Board members, or as mandated by regulation.
13. Ability to understand, interpret and implement Head Start Performance Standards and related regulations to ensure compliance.
14. Establish and maintain professional relationships within the community.
15. Represent the Program in business negotiations, enter into business agreements on behalf of the program.
16. Ability and willingness to promote open lines of communication at all agency and program levels, and to develop a strong team capable and comfortable working with a diverse population.
17. Supervisory responsibilities include interviewing, hiring and training employees. Assigning work and appraising performance of management staff. Addressing complaints and resolving problems, including disciplinary actions as needed.
18. Documents, records, and informs staff of observations and information they have been privy to and which might affect a child in the Head Start program.
19. Helps to ensure that child incident, child health concerns, and child abuse and neglect reports are submitted, as needed, utilizing agency website.
20. Assist in identifying and recruiting prospective families and volunteers for Head Start.
21. Assists with child recruitment.
22. Assists with parents, families and community in obtaining in-kind contributions for the center.
23. Perform other duties and tasks as assigned or needed.

Integrity

1. Ensure confidentiality of customers, agency and co-workers
2. Understand and promote the goals and philosophy of Head Start.
3. Become familiar with MOCA's Personnel Policy manual and the NAEYC Code of Ethical Conduct and follow policies outlined therein.
4. Has general knowledge of, and adheres to Head Start performance standards and the agency's mission statement.
5. Adhere to MOCA policies and procedures, and Head Start policies and procedures.
6. Represent MOCA, its policies and point of view while interacting with other agencies and individuals.
7. Attend all staff meetings and required trainings.
8. Recognizes and understands the functions of Parent Committee, cooperates with committees, and Head Start Policy Council.
9. Works the number of hours designated in personnel action, reports absences to immediate supervisor at least one hour prior to scheduled shift.
10. Reports absences to immediate supervisors at least one hour prior to scheduled shift.
11. Reports to work area ready to begin work at the assigned time.

Preferred Qualifications

1. Bachelor's Degree (B.A or B.S.) or above in Early Childhood Education or related field.
2. 5 years' experience in program management, Head Start and Early Head Start program operations.
3. Knowledge of the local social service system.
4. Impeccable customer service skills.
5. Possess excellent communication skills (writing, spelling, listening, and speaking).
6. Ability to communicate and work with a variety of people from diverse backgrounds.
7. Working knowledge of Community Action and its programs.
8. Cooperate as a team member.
9. Ability to work without close supervision.
10. Utilize time management techniques.
11. Proficiency in word processing, spreadsheet, database, and presentation software.
12. Demonstrate knowledge and good judgment in matters of policy and procedure.

Minimum requirements

1. Bachelor's Degree (B.A or B.S.) or above in Early Childhood Education or related field.
2. Ability to communicate effectively in both written and oral form.
3. Possess basic math skills.
4. Exceptional organizational skills, and ability to meet strict deadlines with attention to detail and accuracy. To efficiently determine priorities of a complex work load.
5. Continuous and ongoing pursuit of improved education and credentials of this position.
6. Ability to compute rate, ration and percent and to draw and interpret bar graphs.
7. Demonstrate dependable transportation, current insurance, and valid driver's license, Class E or Chauffeurs license.
8. A current physical examination including a TB test. (within 30 days of employment)
9. Able to travel out of area on occasion for training; trips of two to five days.

Direct reports

Not applicable

Equal Employment Opportunity Statement

Missouri Ozarks Community Action (MOCA) provides equal employment opportunity to all individuals regardless of their race, color, creed, religion, gender, age, sexual orientation, national origin, disability, veteran status, or any other characteristic protected by local, state, or federal law.

Employee Acknowledgement

While performing the duties of this job, the employee is regularly required to reach with hands and arms. Required to stand, walk, use hands to finger, handle or feel, climb or balance. Stoop, kneel, crouch or crawl. Must be able to regularly lift and/or move up to 50 lbs. Specific vision abilities required by this job include close, distance, color, peripheral vision, depth perception and ability to adjust focus.

Employee is frequently exposed to outside weather conditions to include extreme heat/cold, and humidity. Noise level is usually moderate. Employee may be exposed to moving mechanical parts.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Offers of employment are conditional pending criminal background check, a drug screen, and Policy Council approval.

I have received a copy of my job description, and have an understanding of the duties and responsibilities listed wherein. I agree to abide by all rules stated in the MOCA Personnel Policy Manual regarding conduct and working conditions not described in this job description.

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____

Director Signature: _____ Date: _____

Approved by:		Approved by:		Approved by:	
Date approved:		Date approved:		Date approved:	
Reviewed:		Reviewed:		Reviewed:	

Policy Council approval: 07/26/2016