

COMMUNITY ACTION OF SOUTHEAST IOWA
JOB DESCRIPTION

Job Title: Program Director
Department: Head Start & Early Head Start
Reports to: Executive Director

Summary: Develop, implement, monitor and evaluate comprehensive child care programs for children ages zero through five and their families in accordance with all pertinent regulatory agencies, including Office of Head Start, Department of Human Services and Child & Adult Care Food Program.

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

1. Maintain confidentiality.
2. Prepare and monitor all program budgets and develop grant applications for submission to Policy Council, Executive Director and the Board of Directors.
3. Work with the Policy Council in regards to on-going program planning.
4. Responsible for space for program operations including classrooms.
5. Work with other Community Action Program Directors in coordinating all Community Action Agency programs and in decision making affecting overall Agency business.
6. Visit classrooms, sites and centers for the purpose of observation, consultation and supervision.
7. Provide daily direct supervision and evaluation of Education Manager and Component Coordinators.
8. Be knowledgeable of federal, state and local regulations regarding Head Start and Early Head Start programs.
9. Interpret Agency, regional and national guidelines, policies, and share information with staff, Policy Council, Executive Director and the Board.
10. Develop resources to expand and support the Head Start program.
11. Develop public relations with other community programs to enhance Head Start services and objectives.
12. Work with Education Manager, Component Coordinators and Policy Council in the hiring and termination process to maintain adequate staff for program operations.
13. Review monthly financial reports and take immediate corrective action, if needed.
14. Develop and implement an evaluation plan for the programs and oversee the annual self-assessment and community assessment.
15. Authorize expenditures for multiple grant programs; be knowledgeable and adhere to funding source requirements and insure required match is maintained.
16. Attend required meetings and trainings that benefit the programs.
17. Plan for a systems approach to on-going monitoring, planning and implementation of all aspects of Head Start & Early Head Start Performance Standards.
18. Ensure compliance with state and federal regulations and the submission of required reports.
19. Knowledgeable of and responsible for the implementation of the Head Start Performance Standards, licensing regulations and other regulations governing the Head Start and Early Head Start programs.
20. Be knowledgeable of Agency's other programs, mission and goals.
21. Model professional behavior and dress code.

SUPERVISORY RESPONSIBILITIES: Supervises the Education Services Manager and Component Coordinators, who supervise all other employees within the program. The Head Start Director is responsible for the overall direction, coordination, and evaluation of this program. The Program Director carries out supervisory responsibilities in accordance with the Agency's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performances; motivating to succeed and taking corrective action; 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.

The Head Start/Early Head Start Director must have demonstrated skills and abilities in a management capacity relevant to human services program management. He/She must have leadership ability, good interpersonal and communication skills, the ability to develop and manage a budget, have experience in human services program management, and have an understanding of the Head Start philosophy and the ability to implement its principles of shared authority and decision-making.

EDUCATION and/or EXPERIENCE: Must have (at minimum) a Bachelor's Degree in a field relevant to administering a comprehensive Early Childhood program. Prefer a Master's Degree in Early Childhood or a Management related field. This position requires a minimum of five (5) years of management experience relative to Early Childhood or Human Services. Require work experience in staff supervision, fiscal management, grant writing, administration and early childhood.

LANGUAGE SKILLS: Ability to read, analyze, and interpret policies, Head Start regulations and applicable laws, common scientific and technical journals, financial reports, and legal documents. Ability to respond to common inquiries or complaints from clients, regulatory agencies, or members of the business community. Ability to write speeches and articles for publication that conform to prescribed style and format. Ability to write reports, business correspondence, and procedures manuals. 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. Ability to calculate figures and apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

COMPUTER SKILLS: Must have skills in computer operations working with Windows, Microsoft Office products e-mail and internet use. Must learn the Head Start specific software.

REASONING ABILITY: Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form. Ability to define problems, collect and analyze data, establish facts and draw valid conclusions.

OTHER QUALIFICATIONS: Must be able to travel throughout the four county service area regularly as well as travel occasionally state and nation wide. Must have a valid driver's license, access to a vehicle and be insurable. Prior to employment, and every three years thereafter, employee must have a physical examination with a TB screening (documented on DHS form 470-5152). Upon hire, and as required thereafter, must submit fingerprints for a national criminal record check. Upon hire, and as required thereafter, must obtain/maintain current: First Aid and CPR certification, Mandatory Child Abuse and Neglect certification, Medication Administration training, Universal Precautions, Bus Monitor training and Nutrition/Civil Rights training as required by our regulatory agencies. Employee must have access to working telephone and must keep Central Office informed of their current telephone number.

PHYSICAL DEMANDS: The physical demands 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 required to talk and hear. The employee is frequently required to stand, walk, and sit. The employee is occasionally required to reach with hands, arms; climb or balance; stoop, kneel and crouch. The employee may occasionally lift and/or move up to fifty (50) pounds. Specific vision abilities required by this job include close vision, distance vision and the ability to adjust focus.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee may encounter while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Employee will visit classrooms of up to sixteen (16) children ages zero - five years and participate in adult training and education activities. The noise level in the work environment is usually moderate. Employee may be exposed to childhood illnesses and may travel in inclement weather. May occasionally work evenings and/or weekends.

Revision: 10/2018
Policy Council approval: 02/2016

Reviewed by: Sheri Wilson, Executive Director Date: _____

Signature _____ Date _____