



Job Title: Head Start Director
Program: Head Start
Reports To: Chief Programs Officer
FLSA Status: Exempt
Range: BX
Job Code: 00224

Revised: 7/28/2016

SUPERVISORY RESPONSIBILITIES

Education Services Director; Family/Community Services Director; Health Services Director; Home Base Services Director; Nutrition Services Director; Quality Assurance Manager; Fiscal Compliance Manager; Support Services Manager; Information Systems Administrator and Administrative Secretary.

LIMITS OF AUTHORITY

Relative authority to maintain compliance with federal, state, and local laws as well as the Agency’s Policies and Procedures.

Relative authority to maintain compliance with program standards and the requirements of funding guidelines.

Maintains close communication with the Chief Programs Officer to recommend a course of action and to receive directives on priorities.

SUMMARY

Under the supervision of the Chief Programs Officer, assumes responsibility for the overall day-to-day administration, oversight and management of the Head Start Program and State Funded Braided Programs.

Assist in the fulfillment of the agency’s vision, “For Those We Serve,” by empowering individuals who thrive as healthy, self-sufficient and contributing members of our communities.

DUTIES AND RESPONSIBILITIES/ESSENTIAL FUNCTIONS

LEADERSHIP

Ensures services are provided to all clients in a manner consistent with Fresno EOC mission, standards, values and grant requirements.

Actively encourages and embraces diversity throughout the program, agency and community.

Shares information and knowledge with appropriate staff members regarding program activities and services, including information from funding sources to parents, staff and board members through memorandums, staff meetings, individual conferences, etc.

Keeps apprised of developments and trends in the program’s operation and be attentive to the changing or growing needs of the community to ensure compliance with federal guidelines and Community Care Licensing requirements.

Maintains and ensures that staff and volunteers maintain the confidentiality of staff, parent, child, client, community, and agency information included in files, conversations, meetings, correspondence, or any other source.

Fresno EOC Job Description

Head Start Director (00224), Head Start

Models professionalism for parents, children, clients, community, co-workers, and volunteers.

Prepares and actively participates in staff meetings and committees.

Promotes a team environment and teamwork.

Provides leadership in the interpretation, application and dissemination of state and federal laws and regulations and Fresno EOC Policies & Procedures to parents, staff, County Wide Policy Council and Board members.

Reports and assists in reporting suspected child abuse in accordance with Fresno EOC Head Start child abuse reporting procedures.

PROGRAM ADMINISTRATION

Responsible for day-to-day program management, operation, overall planning, administration, implementation and ongoing program development of the Fresno EOC Head Start and State funded braided programs.

Confers with Early Head Start Program Director to ensure collaboration between Head Start and Early Head Start.

Ensures facilities are maintained and materials and equipment meet the needs of the children and families.

Follows OHS, CDE and agency regulations and standards and provide support for staff to maintain a safe environment for children and staff, including children with disabilities.

Oversees recruitment, hiring, placement and training of Head Start personnel.

Implements Fresno EOC Personnel Development Program.

Monitors all Head Start program service areas, including ongoing monitoring, review and analysis of children program outcomes, and quality of services.

Adapts easily to changing conditions and work responsibilities; accepts suggestions and ideas from team members and authorities in the field.

FISCAL RESPONSIBILITY

Develops programmatic components of yearly grants for Head Start, and State Funded Braided Programs. Makes recommendations in revising budget(s) as needed.

Works in collaboration with the County Wide Policy Council Committee and governing body to prepare, develop, and administer all financial aspects of Head Start and State Funded Braided Programs. Reviews purchases and payroll records/documents to ensure accuracy and compliance with agency's financial procedures.

Implements internal and external reporting system for monitoring and controlling Head Start fiscal and programmatic actions.

Prepares contracts for services and monitors contractor performance to maintain program compliance.

Ensures all local sources of in-kind funding are utilized and properly documented to meet the non-federal match requirement.

Fresno EOC Job Description

Head Start Director (00224), Head Start

Provides monthly financial analysis to the County Wide Policy Council, Policy Committee, Board of Directors, and staff as required.

PARENT/COMMUNITY RELATIONS

Serves on various community advisory committees representing the Fresno EOC Head Start program. Also serves as liaison with community groups and parent organizations.

Attends County Wide Policy Council/Fresno EOC governing board meetings and individual center meetings as necessary.

Works with County Wide Policy Council and Policy Committees to ensure compliance with Head Start regulations/guidelines, developmentally appropriate practices, and delivery of quality services to children and their families.

Ensures there are opportunities for parents to receive skill development or on-the-job training as part of parent engagement.

Ensures compliance with Head Start Performance Standards and Head Start Act shared-governance to occur between the County Wide Policy Council and Board of Directors.

STAFF SUPERVISION & TRAINING

Supervises the work of Head Start Service Area Directors and Managers to implement approved changes and ensure each service area is in full compliance.

Develops and coordinates a training plan which includes pre-service, in-service and component specific training for all staff, County Wide Policy Council and Policy Committees and in some instances provides training to ensure compliance with Head Start regulations/guidelines.

PROGRAM DUTIES

Gathers and analyzes data, and makes concise, accurate reports and recommendations.

Assists in the development of a pre-service and in-service plan in accordance with Performance Standards 1306.23(a) and Head Start Act.

Develops and maintains good relationships with parents, staff and in the community to strengthen partnerships.

OTHER DUTIES

Adheres to the Americans with Disabilities Act of 1990 (ADA) and ADA Amendments Act of 2008 (ADAAA), which prohibits discriminatory actions toward any qualified individuals. In particular, children with disabilities are enrolled in the classroom as mandated by Federal Law.

Ensures strict compliance with universal precautions in the classroom or when administering first aid.

Travels for agency business using personal/agency vehicle.

Performs other duties as assigned.

Fresno EOC Job Description

Head Start Director (00224), Head Start

QUALIFICATIONS

To execute 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

Bachelor's Degree in Early Childhood Education (ECE), Child Development (CD), or related field required.

Master's Degree in ECE/CD, Social Work, Public Administration or related field preferred.

EXPERIENCE

Minimum of five (5) years management/administrative experience in an Early Childhood Education Program or related field.

Minimum of five (5) years demonstrated adult supervision experience.

Minimum 2 years experience in financial management, grant-writing and resource development.

Direct work experience in the area of service delivery to low-income children and families, Head Start, or community based programs.

LICENSES /CERTIFICATES / PERMITS

Must have a current and valid Title V Program Director Permit.

Possess and maintain Pediatric First Aid and CPR certification.

ABILITY TO

Plan and implement activities and procedures designed to ensure the completion of established goals and objectives. Identify program needs and alternatives; implement modifications and improvements as needed.

Establish and maintain effective working relationships with a variety of individual groups, including parents, school district representatives, policy boards, community agencies and staff.

KNOWLEDGE OF

Principles, practices, methods, and techniques applicable to preschool education.

Effective management and administrative techniques regarding planning, budgeting, program implementation and modification, program assessment and evaluation procedures, purchasing and contract administration.

OTHER QUALIFICATIONS:

Must be able to relate/communicate with all people of the community regardless of sexual, ethnic, racial, or religious background or socio-economic level.

Effective presentation, written and verbal communication skills.

Bilingual English/Spanish or other secondary language preferred.

Maintain a valid California driver's license, reliable transportation, adequate auto insurance as required by State law.

Pass required background investigation including medical examination and TB clearance, acceptable criminal record statement, Department of Justice fingerprint clearance, and child abuse index clearance.

Fresno EOC Job Description

Head Start Director (00224), Head Start

Former EHS/Head Start parents preferred.

Employment in Head Start is contingent upon approval of the County Wide Policy Council.

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 sit; use hands to finger, handle, or feel; and talk and hear. The employee frequently is required to stand, walk, and reach with hands and arms. The employee is occasionally required to stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 10 pounds, frequently lift and/or move up to 25 pounds, and occasionally lift and/or move up to 50 pounds. 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.

While performing the duties of this job, the employee is occasionally exposed to outside weather conditions. The noise level in the work environment is usually moderate.

Note: *The statements herein are intended to describe the general nature and level of work being performed, but are not to be seen as a complete list of responsibilities, duties, and skills required. Also, they do not establish a contract for employment and are subject to change at the discretion of Fresno EOC.*

Requested by Supervisor: _____ Employee #: _____ Date:	Approved by Program Director: Date:
Approved by Chief Programs Officer: Date:	Human Resources: Date:

For Head Start Use Only
Revised and approved by CWPC Personnel Committee/CWPC
[9/15/04] [11/10/10] [7/18/13;8/21/13] [8/14/14;8/20/14] [-;7/28/16]

(HEAD START DIRECTOR) 7/29/16 -JOB DESCRIPTIONS (APPROVED BY CWPC 2016)-