

Project NOW Job Description

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| Job Title: | Head Start Director | Created by: | M. Hart |
| Department: | Head Start | Created Date: | 12/2019 |
| Reports To: | Executive Director | Revised by: | C. Davis |
| FLSA Status: | Salary, Exempt | Revised Date: | 10/08/2021 |

Job Summary

The Head Start Director will play a key role in departmental planning, developing, and monitoring all aspects of Project NOW's Head Start program. They will be tasked with finding innovative ways to enhance the productivity of Head Start and their team members. This position is responsible for ensuring that the program complies with all rules and regulations. The Director will guide the program towards providing a high-quality child and family development program.

Essential Duties and Responsibilities

- Oversees all operations of the Head Start program using a systematic approach and team management.
- Ensures program operations comply with federal, state, and local regulations.
- Oversees the development and continuous improvement of multiple systems.
- Reviews and monitors the entire program by supervising managers and performing regular site visits.
- Uses service outcomes, measured against Performance standards, to make or recommend needed changes and improvements to the program.
- Works with parents and guardians, the management team, Policy Council, community, Executive Director, and Board of Directors to plan program operations, prepare funding applications and budgets, and develop strategic plans.
- Prepares and submits required documents to the Policy Council for approval.
- Submits approved documents to the Office of Head Start promptly.
- Manages the program's budget to ensure financial stability.
- Monitors the financial status of Head Start by reviewing budget reports.
- Authorizes purchases and approves the payment of all invoices.
- Submits monthly programmatic reports to the Executive Director, Policy Council, and Board of Directors.
- Researches, responds to, and reports comments, concerns, and complaints of parents and guardians, community partners, and others to the Executive Director and Policy Council.
- Actively participates as a member of the Governance Team.
- Attends Governance Team meetings providing reports and make recommendations.
- Participates in agency and program management meetings.
- Maintains knowledge and skills by attending trainings, keeping up to date on current information, and establishing professional networks.
- Provides leadership in maintaining program communication, verbally and written, with parents and guardians, staff, the community, and management.
- Speaks on behalf of the agency and program to various groups, organizations, businesses, and media outlets.
- Works with various community organizations, agencies, funders, customers, and staff to maximize the use of resources.
- Reviews and updates annual partnership agreements while developing new partnerships.
- Establishes and maintains a self-evaluation system of the program that develops a climate that encourages the direct involvement of parents, guardians, staff, and the community, welcoming their input of information and opinions.
- Directs a Community Needs Assessment and a Wage Comparison Study every three years.
- Other duties as assigned.

Knowledge, Skills, and Abilities

- Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, and government regulations.
- Ability to write reports, business correspondence, and procedure manuals.
- Ability to effectively present information and respond to questions from managers, clients, customers, and the public.
- Ability to calculate figures and amounts such as discounts, interest rates, commissions, proportions, and percentages.
- Knowledge of and ability to use computer software including Databases and Microsoft Office (Word, Excel, Outlook, PowerPoint).
- Ability to solve practical problems and deal with various concrete variables in situations where only limited standardizations exist.
- Ability to interpret a variety of instructions in written, oral, diagram, or scheduled form.

Supervisory Responsibilities: Directly supervises 5 Head Start managers and indirectly supervises over 60 staff. Carries out supervisory responsibilities by following Project NOW's policies and applicable laws. Provides leadership in a team environment, assigns accountability, and plans, monitors, and appraises job results. Responsible for supervising the recruitment, selection, orientation, training, coaching, counseling, disciplining, and terminating all staff.

Requirements

- Bachelors' degree in Early Childhood Education or Education.
- Experience in supervision of staff, fiscal management, and administration.
- Experience in writing grants (preferred but not required).
- Reliable transportation, proof of insurance, and a valid driver's license.

Physical Demands and Work Environment: While performing duties of this job: the employee is regularly required to talk and hear. The employee is frequently required to stand, walk, sit, and use hands to handle and feel. The employee is occasionally required to reach with hands and arms, climb or balance, stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 50 pounds. Work environment as associated with an administrative position within a preschool educational environment.

Positions within Project NOW are primarily grant funded and funding decreases can affect our staffing levels.