

WALDO COMMUNITY ACTION PARTNERS

JOB ANNOUNCEMENT

JOB TITLE: Head Start Director

DEPARTMENT: Head Start START DATE: Fall 2009

PAY RANGE: Exempt/Grade 14/475 points – DOE

HIRING MANAGER: Executive Director

POSITION REPORTS TO: Executive Director

POSITION DESCRIPTION

General Scope of Duties:

Responsible for administration and management of all aspects of the Head Start Program in accordance with state and federal regulations. Management of up to six content coordinators for a program of 182 children served in up to 5 centers, multiple classrooms, three school districts, coordinated pre-k classrooms as well as up to 6 home site options.

Minimum Qualifications

- Bachelor's degree, Master's degree preferred
- Degree in a field relevant to administering a comprehensive early childhood program (e.g. public administration, human services management, early childhood education, social work)
- Minimum of five years management experience relevant to human services program management
- Adequate transportation and ability to meet and maintain WCAP's minimum insurance requirements.
- Ability to meet WCAP background clearance requirements
- Ability to lift up to 35 lbs.

Interested candidates must forward an application to Katie Bagley, Human Resource Coordinator in the Administrative Office (Phone # 338-6809 Fax # 338-6812) on or before Friday August 28th, 2009. A complete job description for this position is available from Human Resources.

DATE POSTED: 8/17/09

To be removed 8/28/09

Waldo Community Action Partners
is an Equal Opportunity Employer

WALDO COMMUNITY ACTION PARTNERS
(Job Description)

POSITION: Head Start Director

GENERAL SCOPE OF DUTIES: Responsible for administration and management of all aspects of the Head Start Program in accordance with state and federal regulations. Management of up to six content coordinators for a program of 182 children served in up to 5 centers, multiple classrooms, three school districts, coordinated pre-k classrooms as well as up to 6 home site options.

EQUIPMENT USED: General office equipment including, but not limited to, computer, typewriter, fax machine, calculator, copier, etc.

ESSENTIAL DUTIES:

Planning in partnership with the Policy Council, Executive Director and Board of Directors:

- Work with the Administrative team to develop a full community assessment once every three years with an annual update completed in March.
- Lead an annual self-assessment process of Head Start program January through March with summary report complete no later than March 31.
- Establish goals of Head Start Program as part of the annual self-assessment using input from Parent Groups, Policy Council and Board of Directors.
- Oversee development and implementation of annual Content Area Plans to be presented to Policy Council in July and August.
- Maintain criteria for and selection of children annually for approval by Policy Council no later than July for next program year.
- Ensure plans to use all available community resources in Head Start are included in program goals each year.
- Maintain written system of protocols, policies, and practices for all program areas with review of all annually (October – January).

Program Administration & Monitoring:

- Develop, recruit and support full Policy Council attendance at monthly meetings .
- Maintain a method for hearing and resolving community complaints.
- Develop monitoring system to assure compliance with all regulatory processes, performance standards and regulations.
- Ensure standards for acquiring and maintaining space, equipment and supplies are met
- Participate on agency management team at monthly meetings.
- Attend Head Start Association meetings, Board meetings, conferences and workshops and operate as requested.
- Maintain and operate transportation system according to federal Final Rule.
- Maintain and support Volunteer Involvement Plan and implementation daily.
- Oversee all data and reporting systems to support program.

- Oversee the planning and implementation of successful federal Head Start triennial review (Fall of 2009).
- Develop and maintain all contractual and service agreements with appropriate service providers and community partners annually with renewal in August.

Fiscal:

- Develop an annual Head Start budget with Policy Council and Board of Directors in March and April.
- Adjust and adapt program to meet budgetary parameters annually or as needed.
- Meet monthly with Fiscal book keeper to assure budget oversight.
- Authorize all payments weekly.
- Report fiscal status to Executive Director and Board monthly.
- Prepare request for funds and proposed work plan for federal and state Head Start applications annually in May.
- Prepare and submit accurate and timely grant reports including: federal End of Year Report (May); State quarterly A-10 Head Start Report; CSBG quarterly report.
- Pursue additional funding to enhance program services as appropriate.

Personnel Administration:

- Oversee review of Head Start Personnel Policies (March), update career development plans (September and May) and job descriptions annually in conjunction with evaluations.
- Directly supervise up to 6 Content Coordinators by holding bi-weekly individual meetings to review plans and individual progress.
- Hold regular staff meetings monthly with Content Coordinators and Center Staff and a minimum of regular monthly meetings with each staff person that is directly supervised.
- Make recommendations to the Executive Director as to the hiring, termination, advancement, promotion, or any other changes of status of Head Start employees as needed.

Community Collaboration:

- Enhance program image through community education such as regular press releases, web sites, speaking at community gatherings, etc.
- Create new and support existing community collaborations such as agreements with school districts, CDS, other child – care providers, Mid-Coast Mental Health.
- Develop community sponsorship for Head Start

NECESSARY ABILITIES AND KNOWLEDGE:

- Strong interpersonal and communication skills including the ability to work as a team communicate effectively both orally and in writing. Receive and provide feedback and manage dynamic interchanges in meetings.
- Understanding and alignment with the Head Start philosophy and the ability to implement its principle of shared authority and decision making.
- Awareness and empathy for diversity in program and community populations.
- Experience with working in partnerships with families and involving them in activities.

- Leadership Ability.
- Writing skills in the area of grants, budgets, narrative reporting, etc.

MINIMUM QUALIFICATIONS:

- Bachelor's degree, Master's degree preferred.
- Degree in a field relevant to administering a comprehensive early childhood program (e.g. public administration, human services management etc.).
- Minimum of five years management experience relevant to human services program management.
- Adequate transportation, a valid driver's license and meet WCAP's minimum insurance requirements.
- Ability to lift up to 35 lbs.

REPORT TO: Executive Director

HOURS PER WEEK: 40

SALARY RANGE: Exempt (Executive)/Grade 13/Points 465

STATEMENT OF UNDERSTANDING:

I have read and understand the above job description and am willing and able to be responsible for the duties.

Signature _____ Date: _____

Approved:

initials date