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COMMUNITY SERVICE PROGRAMS OF WEST ALABAMA, INC.

ADMINISTRATIVE OFFICE

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Human Resources

Cynthia W. Burton

Executive Director

Community Service Programs of West Alabama, Inc.

<u>Job Title:</u>	Head Start Director
<u>Division/Department:</u>	Head Start/Early Head Start
<u>Reports To:</u>	Executive Director
<u>Exemption Status:</u>	Regular, Full-Time, Exempt, Safety-Sensitive
<u>Grade/Salary:</u>	Grade II- Level 1- 12; Range \$61,580 - \$94,799

Summary of Duties and Responsibilities

The Head Start Director, under the direction of the Executive Director, is responsible for the general operation and management of the Community Service Programs of West Alabama, Inc., Head Start/Early Head Start Program in a six-county coverage area.

Essential Duties and Responsibilities: (*Supervisor may assign other duties.*)

- ◆ Direct the child development program to meet program objectives and obtain continuous improvement.
- ◆ Direct, manage and monitor staff, staff utilization and staff performance for administrative staff, including the following:
 - Associate Head Start Director;
 - Parent, Family and Community Engagement (PFCE) Coordinator;
 - Eligibility, Recruitment, Selection, Enrollment and Attendance (ERSEA) Coordinator;
 - Nutrition Coordinator;
 - Education Coordinators;
 - Mental Health Coordinator;
 - Special Needs Support Coordinator;
 - Data Coordinator/Administrative Assistant.

- ◆ Direct, manage and monitor program compliance; education, nutrition and transportation program budgets and funding; and facilities utilization.
- ◆ Identify and participate in appropriate training to facilitate one's own professional development.
- ◆ Provide executive leadership, management oversight and direction in the implementation and achievement of Head Start operational objectives and work plans.
- ◆ Prepare and administer annual program budget.
- ◆ Prepare project proposals and administer initiatives.
- ◆ Prepare and timely submit all reports required by all program guidelines, regulations and funding sources.
- ◆ Provide positive and effective leadership as a representative of CSP's Head Start/Early Head Start Program to funding agencies, regulatory agencies, and the communities we serve.
- ◆ Provide positive and effective leadership within the education community to achieve articulation with local education institutions in our service areas.
- ◆ Provides exemplary leadership in mobilizing community support and resources for the agency in raising its non-federal share (in-kind contributions).
- ◆ Works with the Policy Council to ensure all federal guidelines are met for administering the Head Start/Early Head Start Program.
- ◆ Works as an effective member of CSP's Management Team.
- ◆ Recruit volunteers and in-kind contributions.
- ◆ Recruit eligible Head Start/Early Head Start children.

Supervisory Requirements:

Previous full-charge supervisory experience of a significant number of staff is required.

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.*

Education and Experience:

- ◆ Possession of a Bachelor degree or alternative degree in Education Administration and Supervision, Early Childhood Education, Human Development and Family Studies or related field. Possession of a Master degree or Doctoral degree preferred.
- ◆ Three years' experience in administration of a government-funded and monitored, multi-location child care/child development program is required.
- ◆ Experience in writing effective proposals, grants, budgets and correspondence.
- ◆ Must exhibit the capability to execute a program which adheres to the Head Start/Early Head Start philosophy, capability to carry out the goals of the Head Start Performance Standards, and maintain compliance with federal program requirements and state childcare regulations.
- ◆ Must have the ability to speak and write effectively, make presentations to, and positively influence a variety of groups, professionals, board members, and internal and external partners.

- ◆ Must meet the suitability criteria for employment and/or certification/licensure under the Alabama Child Protection Act of 1999 and Act No. 2002-457, and all other program-related criteria.
- ◆ Demonstrated experience to support effective administration and management of a multi-million dollar budget.
- ◆ Previous experience in a Head Start program environment preferred.

Certificates, Licenses, Registrations:

- ◆ Serviceable automobile with liability insurance.

Language Skills:

- ◆ Ability to read and analyze reports, technical procedures, and professional periodicals.
- ◆ Ability to effectively present information and respond to questions from groups of clients, vendors, employees and general public.
- ◆ Ability to provide written reports to Executive Director, other departments at CSP, State and Federal level departments, and community groups.

Mathematical Skills:

- ◆ Ability to analyze and interpret data and financial reports from the Agency fiscal department, as well as state and federal departments.

Reasoning Ability:

- ◆ Ability to define problems and draw valid conclusions.
- ◆ Ability to process information for conflict management and resolution.

Other Skills and Abilities:

- ◆ Ability to develop effective working relationships with staff, children and families.
- ◆ Ability to communicate clearly and concisely to staff, children and families.
- ◆ Ability to work with members of diverse populations.
- ◆ Capable of handling multiple tasks with time constraints.
- ◆ Ability to execute multiple objectives simultaneously.
- ◆ Ability to meet deadlines and follow through consistently.
- ◆ Solid working knowledge of database and computer programs, to include Microsoft Excel and Microsoft Office products.

Physical Demands: *The physical demands listed 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 duties and responsibilities previously mentioned.*

While performing the duties of this job, the employee is routinely required to drive, talk and hear. The employee is regularly required to stand and walk. Specific vision abilities required by this job include the ability to adjust and focus. Extensive writing is required. The employee is expected to travel and attend frequent council meetings, state meetings, and regional activities.

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 to perform the essential functions.*

The noise level is acceptable in the work environment. Work is performed indoors and outdoors.

The information contained in the job description is for compliance with the American with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. The supervisor may assign additional duties.

REVISED August 13, 2012

Reviewed by Board of Directors 12.03.2015

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